

Holiday Sip & Shop at the Fostoria Learning Center

Vendor Application

Sip & Shop-December 7, 3:00-9:00 p.m. & December 8, 1:00-5:00 p.m.

Name of Business _____

Contact Person _____

Address _____

Email Address _____

Telephone Number _____

Description of product to be sold, type of equipment used. Please include a photo of your products or other show set up, if available. _____

Booth Request: This is a request. Each type of artist and product line has a limited number of spaces. We will do our best to accommodate your request but we do not guarantee placement.

Booth Prices & Location:

_____ **Hallway (\$10)** - 8' frontage x 4' depth. (2) 24"x60" tables will be available for your use.

Tables ____ 1 ____ 2

If using 2, tables will be configured in a 48" x 60" format. Please indicate how many tables you would like.

_____ **Lobby (\$30)** -4' x 9' oval table in a 10' x 10' space (ONLY 3 AVAILABLE)

*Chamber members receive 50% off booth rental

(If you need more space, you will be required reserve a double booth at a cost of \$20. Please indicate your need for a double booth by writing a 2 next to "Hallway" in the line above. More tables can be made available for double booth purchasers by request.)

Extras:

Will you need electricity? ____ yes ____ no (limited avail.) \$5.00

Total Amount Due: _____

****Each vendor is asked to donate a gift with a business card to be used as a door prize. Donation may be dropped off at event location prior to the event or to the registration table on the first day of event.**

Hold Harmless

I/we the undersigned crafter/exhibitor, hereby acknowledge that Fostoria Learning Center/Fostoria Chamber of Commerce, nor any officials connected with the event, will be responsible for any loss or damages to my work or property, or for any personal injury to myself or any assigned operator of my booth during the course of the event.

All vendors agree and are covenant to indemnify, defend and hold harmless the Fostoria Learning Center, The Fostoria Chamber of Commerce, its officers, directors volunteers, officials, employees and agents from and against any and all liabilities, claims, suits, causes of action for whatever nature or type (including but not limited to cases of action based upon tort, strict liability or otherwise, and all attorney fees, costs and expenses incidental thereto, which may arise or in any way be connected, directly or indirectly with vendor participation in the Holiday Sip & Shop at the Fostoria Learning Center. Vendors are personally liable for damage or injury caused as a result of their participation in this event, their products, and/or their actions, said liability not limited by any insurance policy said vendor may have in place

By signing here under, I/we hereby affirm that I am the principal owner or authorized agent of the above named business. I/We agree to abide by the vendor rules on page two of the application for the Holiday Sip & Shop at the Fostoria Learning Center.

Signature (s) _____ Date _____

Signature (s) _____ Date _____

Booth Rental Fees: Payments are due with the application by November 30, 2019. Any payment received or application received after this date will not be accepted. All fees are non-refundable and refunds will not be issued in the event of inclement weather or cancellation. In the event of cancellation due to weather, event organizers will make a valid attempt to reschedule.

Parking: Vendors should unload their vehicles and then park their car in the back parking lot on the East side of the building. Please leave the parking spaces closest to the main entrance for the Sip & Shop attendees.

Photo Release: Vendors may appear in pictures taken for publication.

Set Up/Clean Up: All vendor booths must be set up no later than 2:30 p.m. on Saturday, December 7. Set up times for vendors will begin at noon on Saturday, December 7 and all booths must be set up by 2:30 p.m. on December 7. All booths may remain completely set up overnight. We do ask you take all cash out of the building with you at the end of the show on Saturday. The building will be locked and secure overnight until the doors open for vendors at noon on Sunday. Your booth must be manned at all times during show hours and all vendors are expected to stay until the end of the event on Sunday at 5 p.m. All booths and vendors must be packed up and out of the building by 6:30 p.m. Sunday evening.

All completed applications and payments (made payable to the Fostoria Chamber of Commerce) must be received by November 30. Upon approval of this application and acceptance of the contract, you will receive confirmation of your spot in the Sip & Shop. No applications will be accepted after November 30, 2019.

Checks and Completed Paperwork may be mailed to: **Fostoria Area Chamber of Commerce, 342 Perry St., Fostoria, Ohio 44830** Completed Paperwork may also be emailed to: Sarah @FostoriaChamber.com Application will not be complete until payment is received.