

Our Lady Queen of Peace Christmas Craft Boutique

Rules and Regulations for Exhibit Space

(Keep a copy of this contract for your records)

1. **CRAFT FAIR SITE AND TIME:** The craft fair will be held on Sunday, November 20, 2011 at Our Lady Queen of Peace Church, located at 400 Maywood Avenue, Maywood, NJ 07607. The craft fair will open to the public at 10:00 am and close at 5:00 pm. Artisan Expos reserves the right to make changes in the craft fair hours; however, any such changes will be made known as far in advance of the craft fair as possible and the contracting individual/company/organization (hereafter referred to as "crafter") will be notified accordingly.
2. **RENTAL FEE AND PAYMENT:** The rental fees for exhibit spaces are as follows: (\$55.00 12x4 in back hallway, \$65.00 10x6 in the gym, \$80.00 10x10 on the stage). Electricity is available on a first come first served basis for \$5.00 per space. Eight foot tables are available for \$10.00 each. Two chairs per crafter space will be provided at no charge. Crafters must supply their own table coverings, which extend to the floor. **RENTAL FEES MUST BE REMITTED WITH THIS APPLICATION.** The application becomes a contract when signed by the crafter and accepted by Artisan Expos.
3. **APPLICATIONS:** Please complete, sign and mail this application with a stamped self-addressed #10 business-size envelope to: Artisan Expos LLC, PO Box 152, Lincoln Park, NJ 07035. You must submit (with your completed application, check and self-addressed stamped #10 business envelope) at least two photographs of your crafts/products and one photograph of your exhibit/display booth.
Crafters will be juried based on these photographs, therefore they should properly reflect your work and what you intend to display at the Craft Fair. We are going to limit the number of Crafters who are selling similar products. All photographs submitted will be returned to each crafter with their acceptance or rejection letter.
4. **PAYMENT:** Checks or money orders should be made payable to: Artisan Expos LLC. Checks will be deposited and considered non-refundable if the application is accepted and will be returned if the application is rejected. The only exception to this is if the craft fair date is changed and a Crafter cannot participate, the Crafters' check will be returned.
5. **CRAFTER REGISTRATION AND SET-UP:** Set-up time is Saturday night from 6pm – 8pm or Sunday morning from 8am – 9:50am. Any crafters not registered by 9:30 am will forfeit their rental fee and their space becomes open to rental. Such additional space rental will be at the same rental rates. All crafters/vendors must be set up by 9:50 am. The crafter shall comply with any reasonable request with respect to the installation and conduct of their exhibit. After set-up, all crafter vehicles must be parked in the rear lot during the craft fair.
6. **CRAFTER EXHIBIT REMOVAL:** No exhibit may be dismantled or removed from the premises before 5:00 pm. All exhibits must be removed and the spaces left clean by 6:30 pm. The crafter shall comply with any reasonable request with respect to disassembly of their exhibit.
7. **SPACE ASSIGNMENT:** Crafters will be assigned their space number and notified by mail with their acceptance letter. Artisan Expos reserves the right to determine the final arrangement of space. Artisan Expos will not be able to accommodate any requests for changes in your exhibit space size or your exhibit location on the morning of the craft fair. **ALL SPACE ASSIGNMENTS ARE FINAL.**
8. **SALE ITEM SPECIFICATIONS:** Items not allowed include: Dollar Store items, toy guns, noisemakers or items deemed suggestive or inappropriate. Food items may not be sold by crafters unless authorized by Artisan Expos. All crafters selling copyrighted products must submit trademark permission letters. If non-qualifying items or exhibitors are discovered during the fair, they will be evicted forthwith. Food Vendors must obtain all licenses and permits as required by the State of New Jersey for the preparation and vending of food. Food Vendors are required to send a copy of their Board of Health certificate with their completed application.
9. **CONTRACT FOR SPACE:** The Application and Contract for Exhibit Space shall be considered a binding contract between the two parties and subject to the rules and regulations as set forth by Artisan Expos LLC in this contract when it is submitted with full payment of rental fee and accepted in writing by Artisan Expos LLC. By submitting an application for exhibit space, the applicant releases Artisan Expos LLC from any and all liabilities to applicant, its agents, licenses, or employees that may arise or be assented to as a result of submission of an application or of participation in this craft fair. The contracting crafter and Artisan Expos LLC agree that the purpose of this fair is to allow local crafters to exhibit and sell their products to the public who attend the fair. Artisan Expos LLC reserves the sole and absolute right to determine the fair eligibility of any crafter's/vendor's products. Participation/acceptance is based on an early return of this contract and the approval of the Craft Fair Committee, based on quality and variety of crafts. Acceptance of an application does not imply endorsement by Artisan Expos LLC of the crafter's/vendor's product, nor does rejection imply any lack of merit of the same. This application, when accepted by Artisan Expos LLC, constitutes a contract for the right to use space. See section #5 above. The renting by Artisan Expos LLC of a crafter's/vendor's forfeited space shall not act as to excuse that crafter/vendor from assessment and responsibility.

10. **USE OF SPACE:** Crafters/vendors may not sublet, assign or apportion any part of the space allotted. No crafter/vendor will be permitted to display outside the confines of the space assigned.
11. **RESTRICTIONS:** Artisan Expos LLC reserves the right to restrict exhibits which, because of noise, method of operation, or any other reason, become objectionable or otherwise detract from or are out of keeping with the character of the fair as a whole. It may prohibit installation or request removal or discontinuance of any exhibit or promotion, which if continued, departs substantially from the design and description given advanced approval. In the event of any such restrictions or evictions, Artisan Expos LLC is not liable for any refund of rental or other expenses.
12. **CONDUCT:** The exhibit shall be conducted in a decorous manner in order not to be objectionable to other crafters/vendors, the public or Artisan Expos LLC. Artisan Expos LLC reserves the rights to close, remove or require changes in any exhibit or to remove any of the crafter's personnel, agents, representatives, independent contractors, invitees or guests who are deemed detrimental to the overall fair, other crafters, Artisan Expos LLC or the public. During the hours open to the public, the crafter or representative must occupy the assigned space.
13. **CARE OF PREMISES:** No part of the exhibit and no signs or other materials may be pasted, nailed or otherwise affixed to walls, doors or other surfaces in a manner that might mar or deface the premises or furnishings. Damage for failure to observe this notice is payable by the crafter/vendor. Exhibits must be set up so as not to interfere with public circulation in the aisles and to provide a clear view of neighboring crafters. This limitation refers to height, width and safety of any exhibit booth or materials within the space rented.
14. **FIRE AND OTHER REGULATIONS:** The crafter/vendor shall comply with all fire laws, electrical codes and all other rules, regulations, codes or statutes with respect to the installation, conduct and disassembly of one's exhibit. **NO SMOKING** is allowed in the building.
15. **AVAILABLE SERVICES:** Artisan Expos LLC provides only the rented space and chairs. Crafters/vendors must supply all materials needed including tables, table coverings and change, however, tables and electricity may be rented by Crafters as outlined in paragraph #2.
16. **NEW JERSEY STATE SALES TAX COLLECTION:** Artisan Expos LLC assumes no responsibility for the collection of the New Jersey Sales Tax as required by law. Such collection is the responsibility and duty of each crafter at the time of sale.
17. **LIABILITY:** Artisan Expos LLC shall not be liable for damage or loss to any crafter's/vendor's property through theft, fire, accident or any other cause, whether the result of negligence or otherwise. The crafter/vendor shall indemnify Artisan Expos LLC against and hold it harmless from any complaints, suits or liabilities resulting from negligence of the crafter/vendor in connection with the crafter's/vendor's use of display space. Artisan Expos LLC assumes no liability for any injury that may occur to visitors to the fair, crafter's/vendor's agents and employees, or others. Crafters/vendors agree not to make claims against Artisan Expos LLC, its employees or agents.
18. **INABILITY TO PERFORM:** If Artisan Expos LLC shall be prevented from conducting the craft fair by any cause beyond its control, or it cannot permit the crafter/vendor to occupy the space assigned due to circumstances beyond its control, Artisan Expos LLC will refund to the crafter/vendor the amount of the rental fee paid by the crafter/vendor, and Artisan Expos LLC shall have no further obligation or liability to the crafter/vendor.

<p>Name of Business _____</p> <p>Crafter Signature _____</p> <p>Date _____</p>
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