

Richmond Heights Recreation Department Fall Craft Show Application and Agreement Saturday, November 5, 2011

Craft Exhibitor Information:

Date: _____

Name: _____ Home #: _____ Daytime #: _____

Complete Address: _____ City & Zip _____

Description of Craft being sold: (new crafters must enclose a photograph)

NOTE: ONLY HANDMADE ITEMS ARE ACCEPTED. NO COMMERCIAL MERCHANDISE OR FLEA MARKET MERCHANDISE WILL BE ACCEPTED!

Cost: Rental for display space with eight-foot table and two chairs is \$30.00. There is an additional fee of \$5.00 for a wall space or a space with electricity and you will need to supply your own extension cord (These spots are available on a limited basis). **NO REFUNDS**

Schedule and Procedures: Set-up for crafters will be Friday, November 4 from 1:00 p.m. until 6:00 p.m. and Saturday, November 5 from 7:00 a.m. - 8:45 a.m. The show runs from 9:00 a.m. until 3:00 p.m. and no early tear-downs are allowed. It is your responsibility to set-up and decorate your space attractively. The craft exhibitor will be responsible for any damage caused to Richmond Heights Kiwanis Lodge. Remember to use proper discretion on crafts items displayed and sold.

Liability: INDEMNITY AND HOLD HARMLESS: The undersigned Exhibitor in consideration of Richmond Heights providing its facilities to the Exhibitor and promoting the Craft Show, hereby agrees to indemnify and hold the City of Richmond Heights, its offices, employees, agents and representatives harmless from and against any and all losses, damages, liability, suits, claims and expenses against or involving the City in any way relating to or arising out of physical injury, personal injury, death, theft or property damages, arising out of, or relating to, the undersigned Exhibitor's use of the City's facilities.

Concessions: Richmond Heights will provide food and drink concessions for breakfast and lunch. The concession stand will open at 7:00 a.m. for crafters.

All requests will be assigned on a first-come, first-serve basis.

Returning crafters: Do you want the same space as last year? _____

You will receive confirmation in the mail.

Display area with one eight-foot table \$30.00 _____

Display area with table and electricity \$35.00 _____

Signature of Authorized Representative/Exhibitor: _____

Date: _____

Print Full Name: _____

*Please make check or money order payable to the City of Richmond Heights
Send application, payment and photo to: Richmond Heights Recreation Department
26789 Highland Road, Richmond Heights, Ohio 44143*