



61st Annual Buzzard Day • P.O. Box 354 • Hinckley, OH 44233
Administered by the Hinckley Chamber of Commerce

Arts & Craft Show Application

Show Dates:

The Hinckley Chamber of Commerce is now accepting application for the Annual Arts & Crafts Show to be held March 18, 2018 from 7:00 a.m. to 4:00 p.m.

Address:

The show will be held in the Hinckley Elementary gym located at 1586 Center Road, Hinckley.

Setup/Breakdown:

Set up will be March 17th at 9am-12:00pm. Report at the new east entrance adjacent to the new gym of Hinckley Elementary School, 1586 Center Road, Hinckley. Vendors may not leave early and must not breakdown their spots until the close of the show. You must bring your own tables and chairs.

Check-in:

Exhibitors are required to check in once their booths are set up.

Displays:

You may leave your display up overnight, but it will be at your own risk. You must keep your booth open until end of day and not close early or you will be refused from future shows.

Booth Rental Rate:

\$40.00 for each 8ft by 10ft space in the gym, and Premium 8' x 10' space (wall with electrical access) is \$45.00. Booth location is based on a FIRST COME FIRST SERVE BASIS. Application deadline is March 1st or until all booth space is filled. Current Chamber Members and Non-Profit Organization fee is \$25.00 per space (maximum space request of 1, additional spaces are full price.) (Proof of Chamber Membership and/or Non-profit to be submitted with application). NO HALF SPACES.

Your application must be accompanied by the rental fee payment. NO BOOTHS WILL BE RESERVED WITHOUT FULL PAYMENT! Checks should be made out to Hinckley Chamber of Commerce. There will be a \$15.00 charge for any booth cancellations made before March 1st, 2017. NO REFUNDS after March 1st, 2017.

If you need to know your booth location prior to the March 1st deadline, please contact us. Photos of your goods must accompany all applications or be emailed to BuzzardDay@ackmera.com.

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Placement:

Booth(s) will be assigned on a first come, first served basis after the application has been reviewed and accepted. You may wish to look at the floor layout and then indicate the number(s) of the booth(s) you prefer. We will make every attempt to accommodate your needs. If the space you wish is already taken, we will assign a location that is available.

Acceptable Types:

- Accepted: 1) Only original, handcrafted items made by the person(s) selling them.
2) A limited number of spaces are offered to Third Party Vendors; spaces are first come first serve with allowance of only one vendor per category type.
3) No Highland Spirit Wear may be sold, except by Highland Athletic Boosters.

If an item in question is not listed here, please inquire about the item you are selling to verify its eligibility in the show as a handmade item.

Booths:

Exhibitors may rent up to two (2) spots which either connect (adjoin). Bring padding for any sharp display stands, tables, chairs, etc. which might harm the floor covering. Exhibitors are liable for any damage caused to building, floors, walls, and/or floor coverings, or to other exhibitors' property. Exhibitors should not apply paint, lacquer, adhesive, or other coating to building floors or walls. Do not use tape on any painted surfaces, tape can damage walls, and be difficult to remove. We ask all our vendors be respectful of the space they are renting for the weekend. All displays must be self-supporting and walls should be no higher than 8 feet.

Electricity is very limited:

If you must have electric, please note on your contract and the reason for your request. Those that will need electric must provide their own electric cords.

Identification:

It is very important, label your products, provide business cards or hang a signs to identify your booth's name.

Drawings/Contests:

Drawing and raffles are forbidden, except by the Show Management.

Set-up time:

9:00 a.m. to noon, Saturday, March 17, 2018. **No drink, fireworks or live animals are to be sold.**

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In acknowledgment and consideration of receipt of permission from the Hinckley Chamber of Commerce to use certain school facilities and/or property as indicated below, the undersigned freely and specifically agrees to indemnify, save and hold harmless the Hinckley Chamber of Commerce and its agents and members from any and all losses and claims and actions or proceedings of every kind and character which may be presented or initiated to recover money, property or damages for any injuries to persons injurious results, or any damages to property suffered during the conduct or course of the undersigned's use of school facilities and/or property and arising directly or indirectly from such use.

The undersigned also covenants not to file suit or initiate any claim procedure against the Hinckley Chamber of Commerce, its agents and/or members in respect to any personal injuries, property damage or losses experienced or sustained directly or indirectly out of such school facilities and/or property. The undersigned freely acknowledges and agrees that the purpose and intent of this agreement is to fully insulate to the maximum extent permitted by law the Hinckley Chamber of Commerce, its agents and members from all liability and tort or that may otherwise arise, directly or indirectly, in connection with the undersigned's use of school facilities and/or property.

I hereby apply for:

_____ regular 8' x 10' space(s) at \$40.00 each and/or
_____ premium space(s) at \$45.00 (limited amount of premium spaces) and/or
_____ non-profit space \$25.00

Contact Information:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Description of crafts sold: _____

NON-PROFIT USE ONLY:

I represent _____, a non-profit organization.

Contact: _____ Phone: _____

Address: _____ City/State/Zip _____

E-mail _____

Check or money order for \$ _____ enclosed (Hinckley Chamber of Commerce)

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**Guidelines for Building Use on Buzzard Day Weekend
Saturday, March 17 and Sunday, March 18, 2018**

- Your assigned area must be in the same condition as it was prior to using it.
 - **You are responsible for removal of all debris, signs, etc. you have used.**
 - You or your group are not to use any school materials. If there is any question, please contact any member of the Hinckley Chamber of Commerce.
 - You are to furnish your own table(s) and chairs and are encouraged to have a skirt all around to the floor.
 - There will be NO food or drink allowed in the gym. No live animals or fireworks of any kind are permitted to be sold.
 - Restrooms are located opposite the gym and opposite Room 300. If you experience problems with the building, please contact a member of the Chamber and we will try to help.
 - **Set up time is on Saturday, March-17-2018 from 9 a.m. to noon.**
 - We reserve the right to revoke permission to use said building in the event that a group does not adhere to the above guidelines or other unspecified reasons.
- Spaces are given on a first-come, first-serve basis. Tables and chairs are NOT provided.**
This will be your only correspondence. Your cancelled check will be your receipt.

**Please review and sign. Return by 3-1-2018 to:
Hinckley Chamber of Commerce
Attn: Buzzard Day Art & Crafts
PO Box 354
Hinckley, OH 44233**

or via email: BuzzardDay@ackmera.com

I have read the following guidelines for use and agree to their enforcement:

Signature: _____ Date: _____

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