

Ladies Auxiliary to The Veterans of Foreign Wars 12024

Spring Fling Craft Show

Dates: **May 4, 2013**

VENDOR GUIDELINES and RULES

INVITATION

LAVFW 12024, a veterans organization and a non-profit 501 c19 public benefit corporation, invites you to apply to participate in their **Spring Fling Craft Show** exhibition. We look forward to hearing from you.

WHEN

Saturday May 4, 2013, from 9 am - 5 pm, set-up is Saturday beginning at 7:00 am. Volunteers will be on hand to help unload your vehicle and carry your merchandise to your space. You must be completely set up and ready for business by 9 a.m. Tear down begins at 4:00 pm, and must be complete by 6:00 p.m.

WHERE

Tall Timbers Community Center, corner 242 and Moss Rd. Conroe, TX

9134 SR -- 242, Conroe TX 1 mile E 242

VENDOR ELIGIBILITY

The Festival Craft Show is open to several types of vendors. If your interest is not listed, contact us. If your quality product or service is legal, morally accepted to the general public, not of a sexual product nature and will provide variety to the festival, there is a good chance we will approve your application. Our goal is to have a show with variety, both in media and price range.

Primarily, we seek out all original, handmade arts and crafts. No mass produced items, imports or kits will be considered unless greatly embellished by the Crafter. The criteria for selection are quality, originality, diversity and presentation. Each medium will be limited to insure a well-balanced, beautiful and interesting show.

We also consider UNIQUE Vendors that provide a personal service or product. These can include but not limited to face painters, on site chair massages, pet interests, specialty hobbyist items, walking magicians, health care product and balloon vendors.

We also consider Vendors that can provide a different variety to the festival such as Pampered Chef, Homemade Cookers, Discovery Toys, Avon, Mary Kay, PartyLite, BeautiControl, Arbonne, Silapada and Cookie Lee Jewelry and Juice Plus.

Food vendors are always welcome. A health permit is required by Montgomery County. Because we are an IRS approved 501 c-19 non profit organization, there is no cost for the Food Permit. An inspection is almost guaranteed. We will email the rules and simple application form to you. The health department website is located at <http://www.co.montgomery.tx.us/ehealth/cforms.shtml>

HOW TO APPLY

Booths will be rented on a first come, first serve basis. Complete the attached application page, enclose it and your payment and a business card and booth or craft pictures if available and forward to the address provided on the application page. The booth fee must be submitted with your application. **Deadline is April 25, 2013**. Postage due applications will not be accepted. Please put the correct postage on your mailing envelope. After the deadline, availability is on a stand by basis only. Checks that are returned for insufficient funds could result in booth cancellation and will incur a \$15.00 re-submission charge.

Send your application, business card and check or money order made payable to:

LAVFW 12024

c/o Gene Wilson-Watz

103 N. Avonlea Circle

The Woodlands, TX 77382-1069

QUESTIONS

You may email questions to Paula Ison, pgison@comcast.net or call Gene Wilson-Watz, 936-321-3212.

PHOTOGRAPHS AND BUSINESS CARDS

We request submission of photographs of your craft or booth and a business card with the application.

BOOTHS

Booths are 10 x 10 or 10 x 20. If you need multiple booths or a special size, we will try to accommodate your needs. Your booth must be open and staffed during ALL scheduled hours. Vendors must supply their own displays and tables. Tents are encouraged but not required. Booth numbers must be visible at all times. Display area should be free of storage boxes or clutter and tables covered.

EXTERIOR VENDOR BOOTHS

You may not drive stakes or posts, etc into the asphalt. Don't forget to bring heavy weights (35 pounds per tent leg) to hold down your tent and clear plastic with clamps or duct tape and rope to cover or secure everything in the event of a blowing wind or rain.

BOOTH FEES

Booth fee is shown on the application. No commission will be collected. You may pay by personal check or money order.

RIGHT OF REFUSAL

The Craft Show Chairman reserves the right to request the removal of any exhibit or part thereof for any reason. Ejection from this event and or participation in future shows will assuredly be jeopardized if the Craft Show committee feels that any of the following is or has occurred during the show.

- Vendors may not sell any type of alcoholic beverages of any kind.
- Vendors may not sell or display any products that are deemed to be anti-American or illegal.
- Vendors cannot impair other booths with large signs or displays that extend beyond booth boundaries
- Vendors can not play loud radios or television.
- Vendors can not display "art" that is deemed offensive to the general public. This specifically includes nudes, regardless of how tastefully done.

Our goal is to run a show that is acceptable to the general public, fun as well as profitable for all of us.

TEXAS STATE SALES TAX

All vendors are responsible for collecting and reporting Texas State Sales Tax.

WEATHER

The organizers of the show will determine if weather is a significant factor for the participation in the Craft Show. If the show is cancelled before start time on scheduled Rain Dates, a full refund will be granted.

VEHICLES

There is assigned parking. The LAVFW 12024 Craft Show will not be responsible for damage, loss of personal property, personal injury, or accidents involving the exhibitors' automobiles.

DISPLAYS

Tents and banners are encouraged to provide a festive atmosphere. Displays may not extend beyond the Vendors assigned area. Tables must be covered to the floor on three sides. All boxes and inventory must be stored under your table. You are responsible for your own change. We are not responsible for damage to your space for any reason or theft of your crafts. Your table must be staffed for the entire day. Volunteers will not be available to watch your table for restroom or lunch breaks so please bring someone with you if at all possible.

SUBLETTING

You may sell trade or rent your space, in part or whole, to another Vendor, provided the new Vendor pays you no more than your rental rate and the new Vendor submits a completed application.

REFUNDS

For postmark or email notices received prior to or on **April 24**, refunds less \$25.00 are offered. On or after **April 25**, there are no refunds. Please make every effort to attend or find a substitute Vendor.

NO SHOWS

No shows must provide good cause for not attending to be invited to future events. If you need to drop out for any reason, please notify us immediately. We normally have a waiting list of Franchise consultants and some crafters.

FOOD AND BEVERAGES

Complimentary coffee will be available in the morning for vendors (limited to 2 vendors per table). Producer does not provide lunch for vendors; however, there should be food booth operators offering a variety of sandwiches and soft drinks for a fee.

ADVERTISING

Flyers will be made available to you via email to distribute to family and friends. The Craft Show will be well publicized around town, as well as in newspapers, via the Internet and on bulletin boards.

CANCELLATION OF FESTIVAL

In the event of any circumstances beyond the control of the **LAVFW 12024** which causes the cancellation of the Craft Show by the LAVFW 12024, participation fees will be returned.

RELEASE & HOLD HARMLESS AGREEMENT

The VENDOR hereby indemnifies and holds harmless from any and all claims, including costs and attorney's fees resulting from or arising out of Vendors' participation in any and all events which have been organized by, through or participated in by the Veterans of Foreign War (VFW), Ladies Auxiliary VFW, its members, agents, employees, liaison and servants (Producer); each VFW member or VFW Ladies Auxiliary member to include its agents, employees and servants; any business or person and their agents, employees or servants who has directly or indirectly assisted, contributed to or participated in this Arts and Craft Show Festival (Sponsor). For purposes of this agreement, the term "assisted, contributed to or participated in, to include any derivative words, shall include, but not be limited to, the delivery of, set up, dismantling or removing of equipment, merchandise, structures, arts, crafts, products or services to their designated location by or through the Producer or Sponsor or its agents, employees, liaisons and servants.

VENDOR hereby expressly assumes any risk of harm to itself and its' property, its' guests and guests' property arising out of their participation in any festival organized by PRODUCER, including any risk resulting from the particular location of the space designated for them by the PRODUCER.

AGREEMENT

This agreement shall be effective immediately upon execution and shall continue in effect for each and every Craft Show or Festival that the VENDOR participates in that is organized by PRODUCER until canceled in Certified writing by VENDOR.

This agreement is entered into by and between LAVFW 12024 (PRODUCER), the sponsor(s) of the event (SPONSORS) and the artist, craftsperson, product or service provider filling out, signing, and returning the application (VENDOR)

VENDOR Signature

Date