



Registration Form  
Daytime Education at Recreation Arts and Craft Fair  
2021  
Saturday November 6  
10:00 AM – 4:00 PM  
Penfield Community Center  
1985 Baird Rd Penfield NY 14526

### Arts and Crafts Fair Vendor Application Form

Daytime Education at recreation will be hosting the second annual Arts and Crafts Fair. This is a fundraising event for the DEAR program and an opportunity to give our local artists a way to showcase their arts and crafts. Please fill out this form if you would like to participate in our show. **Please note your product must be handmade.** Please spread the word with your friends and family.

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Website \_\_\_\_\_

#### Type of handmade product:

- |  |   |  |
|--|---|--|
| <input type="radio"/> Jewelry          | <input type="radio"/> Pottery             | <input type="radio"/> Other (Please explain) |
| <input type="radio"/> Books            | <input type="radio"/> Woodworking         |  |
| <input type="radio"/> Fabric Art       | <input type="radio"/> Dolls (accessories) |  |
| <input type="radio"/> Cards/ Paper Art | <input type="radio"/> Food                |  |
| <input type="radio"/> Clothing         |   |  |

Description of items to be sold:

Other information we should know:

Special space needs

Exhibitor agrees to pay for two chairs plus table(s) (please select):

\$35 for one 6` table, booth approximately 9` wide x 6` deep

\$60 for one 12` table, booth approximately 15` wide x 6` deep

Please note: the booth width includes approximately 1.5` on either side of tables (total 3`) to allow for social distancing between vendors and booth access. Please do not plan on blocking this space with any displays.

Electricity is available on a limited first come first serve basis. Vendors must supply their own electrical cords.

- Yes I require electricity
- 

For the application to be considered, the following must be included:

- A description of your handmade item (s). ITEMS MUST BE HANDMADE!**
- Please complete the Vendor Application Form**
- Please sign the Terms and Conditions document**
- Payment (Your table will only be confirmed with payment)**

Method of payment:  Check  Visa  MC  Discover  AMX  Cash

*Make checks payable to: Penfield Recreation*

Send to : 1985 Baird Rd

Penfield NY 14526

Total payment enclosed: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_ Exp. Date \_\_\_\_/\_\_\_\_ Security Code \_\_\_\_

Cardholder's Signature: \_\_\_\_\_

For the pleasure of our vendors and our patrons we reserve the right to limit the number of duplicate items to be on display.

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## Daytime Education at Recreation Arts & Craft Fair

### Terms and Conditions

#### Art and Craft Show will be open from 10:00 AM – 4:00 PM at the Penfield Community Center on Saturday Nov. 6 2021

1. **Set up/Break Down:** All Exhibitors must be set up and **ready to sell by 9:45 am** the day of the Arts and Crafts Show at the Penfield Community Center 1985 Baird Rd. Penfield NY 14526 . Exhibitors may begin setting up at **8:30 am** the day of the show. Break down can start no sooner than 3:50 pm on Saturday and must **be completed by 4:45 pm**. No vendor is to close before the official closing time. Sellers are responsible for their selling spaces. **\*\*Before leaving, be sure your area is clean and trash-free.**
2. **Staffing:** Exhibitor tables/booths must be manned at all times and remain in-tact until show closes at 4 pm. Penfield Recreation (PR) is not responsible for merchandise or display materials.
3. **Exhibitor Responsibility:** Exhibitor will be fully responsible for any loss or damage to his or her property by theft, fire, or casualty. PR expressly disclaims any responsibility for same. Exhibitors shall be responsible for any damage which may be incurred to the facilities as a result of or in connection with its operation. Each exhibitor is responsible for the conduct of his employees and/or representatives and activities must not detract from the image or welfare of the show.
4. **Exhibitor Spaces:** Exhibitor spaces will be assigned. Placement, flow and competition will be taken into consideration to provide the best experience for show attendees. If you have special space needs, please include your request with your application and we will make every effort to accommodate you. Spaces are reserved on a first-come first-served basis. Vendors must ensure that none of their display equipment extends beyond the space they have booked; this includes any rails, stands, or additional equipment.
5. **One Business per Table:** Only one (1) business per table; space may not be sublet or shared without prior approval of an authorized staff of Pen Rec.
6. **Acceptance:** PR reserves the right to decline any application for space if it deems such action to be in the best interest of the Arts and Crafts Show.
7. **Payment:** The full payment is a non-refundable registration fee for the selected space and is due with the submission of this agreement. All proceeds benefit the DEAR Program. ***Your table is not reserved until we have payment.***
8. **Electricity:** Electricity will be available on a first-come first-served basis as electricity is not available at all areas.
  - a. Outlets are NOT guaranteed
  - b. Extension cords are not included and must be provided by the Exhibitor
9. **Tables and Chairs:** Based on payment, exhibitor will be furnished with 2 chairs and one 6` table (\$35), or one 12` table (\$60)
10. **Cancellation of Space:** Application fees are non-refundable. PR is not liable if weather or other conditions prevent the Exhibitor from attending and fulfilling the contractual obligation as an Exhibitor. No refunds will be made for weather, accident, health, or other causes for non-participation.
11. **Indemnification:** Exhibitor agrees to indemnify and hold harmless Town of Penfield and against any loss, expense, claims, damages, causes of action, injuries, suits or damages, suits to person or property, including attorney fees arising out of or related to the Exhibitor's operation at Daytime Education at Recreation Arts Crafts Fair.
12. **We reserve the right to cancel this event if there are not enough participating vendors** or for unforeseen circumstances. Fees will be refunded accordingly.

I have read and agree to the above terms.

Signature: \_\_\_\_\_ Dated \_\_\_\_\_