

CRAFTS, ARTS, & VINTAGE SHOW

Show Location

Tippecanoe County 4-H Fairgrounds - Home Economics Building
1010 Teal Road, Lafayette, Indiana 47905

Contact Information

suzysholty2014@comcast.net (Susan Sholty Verellen - Show Assistant)

krschutz1@gmail.com (Kelly Renee Schutz - Manager)

765-464-4262 (Susan) or 765-586-2660 (Kelly)

January 26, 2017

Invitation to Participate:

We are writing to invite you to participate in the Crafts, Arts, & Vintage Show to be held at the Tippecanoe County 4-H Fairgrounds, 1010 Teal Road, Lafayette, Indiana 47905, on **Saturday, April 22, 2017** from **9:00 AM to 3:00 PM**. Please find as separate attachments to this email – (1) a promotional flyer, and (2) application/agreement outlining fees and space information. This letter serves to inform you of the guidelines and rules for this show.

The Crafts, Arts, & Vintage Show has the intent to host nearly 54 crafters, artisans, and vintage vendors in the Home Economics building located on the Fairgrounds giving you a variety of booth space options to choose from. See vendor spaces and fees on the application/agreement page. **If you know you would like to participate, please do not delay. Reserve your space and send in payment no later than March 15, 2017.**

We anticipate good attendance along with your support in posting the attached flyer or spreading the word to your friends, family, and co-workers to make this day an all-around success.

On this day, we are fortunate the Master Gardeners and March of Dimes groups will also be holding events at the fairgrounds, which should bring a large crowd into the Home Economics building. **What is not certain will be ease of parking near our building. For this reason, if possible, please consider setting up Friday evening.**

An **early set up** will reduce stress and parking complications. Therefore, early set up is scheduled to be **Friday, April 21 from 6:30 PM to 9:00 PM**. For those who cannot set up that evening, there is a small window to set up on **Saturday, April 22 from 7:00 AM to 8:30 AM (parking complications unknown)**. **ALL booths should be ready to open at 9:00 AM**. The Crafts, Arts, & Vintage Show will begin **promptly at 9:00 AM-3:00 PM (April 22, 2017) with no early closures before 3:00 PM**.

ENCOURAGING EARLY REGISTRATION

We are excited to launch this event and anticipate a great turn out. To avoid this event being cancelled due to low registration, **PLEASE** send in your application/agreement and payment **EARLY** to be received by **no later than March 15, 2017**. Early registration and reservations assure you get the space(s) you desire. Payments and notifications will be processed as they are received. In the event the show needs to be cancelled due to low registration, all monies or payments will be fully refunded.

PAYMENT BY CHECK

If you pay with a check, please make it payable to: **Kelly Renee Schutz**. If your check is returned due to insufficient funds, a \$35.00 processing fee will be collected from you. To avoid this situation, you may ask us to hold your check for a few days (3 maximum), however, **no desired space** will be reserved until your check is fully processed.

REFUND POLICY

We understand emergencies do arise causing failure to appear on show day. If you must cancel, here are the refund policies (you need to notify either of us by text, call, or in writing) – otherwise your monies will be forfeited:

100% refund	before March 1
50% refund	March 2-March 15 – cancelling does affect operations
No Refund	March 16-April 22

AGREEMENT / APPLICATION

The agreement / application form is attached. Before you fill it out, please read all guidelines and rules as set forth in this letter. **If you know of anyone who would like to participate, please forward a copy of this letter and agreement / application to him/her. By the way, thanks!**

PAYMENT OPTIONS – confirmations and receipts will be sent for all

1. **CHECKS** should be made payable to Kelly Renee Schutz, Manager, Crafts, Arts, & Vintage Show, P.O. Box 6311, Lafayette, Indiana 47903.
2. **PAYPAL** – send payment directly to **krschutz1@hotmail.com**.
3. **CASH** – it is risky to send money in the mail. If you send cash, here are your steps: (1) you are to notify Kelly Schutz (**krschutz1@gmail.com**) prior to sending so she can watch for your payment, (2) write the address clearly on the envelop to the PO Box listed above, and (3) always conceal your money between paper so it is not obvious. As always, sending cash remains your responsibility. A receipt will be sent once processed. This is an honest business owner.
4. **MONEY ORDER** – we accept money orders; easiest and secure method when all other options are not as appealing.

REPRESENTATION AND CHILDREN IN BOOTH

Due to space limitations in the Home Economics building and tight walking aisles, **TWO** individuals (maximum) over the age of 16 are allowed to “work” in your booth. **NO children under the age of 16 can work in your booth.** Therefore, it is encouraged that you find appropriate care for your children while the show is in motion. The number one complaint from customers is that children can be disruptive, especially in tight quarters. Children are also not allowed to be in vehicles “unattended” while the show is going on. The parking lot is not monitored and many people are expected to roam the grounds due to three events that day. Safety and enjoyment is our top priority.

PARKING AND UNLOADING / LOADING VEHICLES

Unfortunately, we are **not able to offer any assistance** in the unloading and loading of your items from your vehicles on Friday evening or Saturday morning. For this reason, please bring help with you. We are hopeful that you will be able to load and unload through either the garage entrance or front doors. If the weather is questionable, all unloading and loading will more than likely be through the front doors of the Home Economics building.

BOOTH / SPACE OPTIONS / LIMITED

See agreement / application for booth size options and pricing. Spaces that are **LIMITED, such as electricity, or have ONE-FEW** spaces will require a phone reservation or contact by email to determine its availability. When reviewing booth sizes, if there is **CONTACT** listed next to it, these represent reservations only. You are to contact Show Assistant, **Susan Sholty Verellen to discuss. Call 765-464-4262 (before 7:00 PM) or email at suzysholty2014@comcast.net. First-come, first-serve basis.**

If Susan is not available when you call, leave a message with your name, phone number, and what size of booth you are interested in and she will get back to you. You will be given first-priority of that space, if available. **Approved reservations are necessary for electric, limited, or one-space options.** Payment, after approval, is required within 4 days to hold your space. Otherwise, the space will go to the next interested vendor.

All vendors with electric will need a 3-pronged extension cord; in some cases, a surge protector. Some outlets are located 3 to 6 feet up on the wall. Placement of your booth will be determined by us to avoid like-booths being placed next to another. The entire floor plan inside the Home Economics building offers ease and visibility.

NO BAKED GOODS, FIREARMS, EXPLOSIVE, FLAMMABLE

We may approve a few specialty booths (invitation only). These booths will need to provide a copy of permits or licenses, especially if your booth needs health department approval. We are sorry but we **WILL NOT** be allowing any food, candies, jellies/jams, bottled or canned items, baked goods, alcohol, firearms, knives, or flammables for sale, distribution, or demonstration. Candles that **are not lit** with an actual flame are allowed.

LOTIONS, PERFUMES, SOAPS and BODILY CONTACT

We allow these products but with restrictive parameters. The display and sampling of lotions, perfumes, and soaps can cause a smell and physical reaction disturbance to others, especially those who have allergies. Due to the close quarters within the building and inadequate ventilation, NO spraying of items will be allowed. Any item that involves bodily contact with the general public will require special handling methods such as glove to hand contact, one-time use cotton balls or pads, spoon dipping or handling. There will be no finger dipping into products by the general public. The idea is to avoid or cause an outbreak of any kind.

PERMITS, LICENSES, INSURANCE, SALES TAX

Crafts, Arts, & Vintage Show does not police booths or asks for documentation on your business venture. Crafts, Arts, & Vintage assumes you have appropriate permits and certifications to sell items in your booth. Crafts, Arts, & Vintage Show does not pay your sales tax for any item sold in your booth. It is assumed vendors understand the laws governing sale taxes and are in possession of a Indiana retail merchant certificate. All vendors are responsible for calculating and collecting sales tax on their products (7%) as well as appropriate reporting to the Indiana Department of Revenue and Retail Sales units.

LOCAL BUSINESS – OPERATING EQUIPMENT

If you are a business that operates equipment (personal property) in your booths, then, you need to be aware that a local tax is assessed on this property. Examples are cameras, machinery, copiers, printers, other, etc.). Businesses who are selling “inventory” do not need to pay a local tax. Paperwork is filled out at the local county assessors office (Tippecanoe County Courthouse) under business tangible personal property.

“DOING BUSINESS AS”

If you are a sole proprietor “Doing Business As” under a particular name and are in need of opening a business or bank account, you may contact the Tippecanoe Courthouse, 20 North 3rd Street, Lafayette, Indiana 47901; phone – 765-423-9352 to fill out paperwork, pay a processing fee, and they will provide you with documentation so you can open an account at your bank under a “doing business as” name. This, however, does not exclude you from your obligation in paying sales taxes to the State of Indiana you collect on your products when selling to the general public. See retail merchant certificate instructions below.

BUSINESSES OPERATING WITH A NAME BUT NO LEGAL REGISTRATION

If you are proclaiming yourself to be a business (sole proprietor, partnership) and do a number of events or shows – whether you have a name or not – and you are not registered as a business with the Secretary of State, State of Indiana or Doing Business As (local), you could get yourself into trouble. Crafts, Arts, & Vintage Show takes no responsibility for your action to not comply with state or business operation laws. Collecting money on products created by you and not registering or paying sales tax on products sold by you is breaking one or more rules with the State of Indiana. To

register your business name, you can do so with the Secretary of State online in a matter of minutes. Go to inbiz.in.gov and follow the links. Having a name but operating outside of the parameters of state rules, again, is an action in which you take full responsibility for. This will not exclude you from participating in the show but alerts you to the issues that may arise. Crafts, Arts, & Vintage Show is not responsible for the policing of your intentions. Your act to or not comply will not exclude you from participating in the Crafts, Arts, & Vintage Show but puts you at risk. Paperwork in establishing your business name can be done online and takes less than 1 hour. It is recommended you establish yourself as an LLC. If you rather be a business known as "Doing Business As" (see section above), then, it would be advantageous to also get the retail merchants certificate (see below).

RETAIL MERCHANTS CERTIFICATE

Generally, if you proclaim yourself to be a business, have business cards, solicit your name to others, etc. ... you are considered to have a business. In the majority of cases, especially if you solicit yourself at craft, arts, event, or vendor shows, technically, you are to charge the required tax for most products (Indiana = 7%). If you do not charge sales tax to a customer, you are still expected to report this tax to the State of Indiana (as it is assumed you are a business selling a product). If you charge the sales tax to the customer, you are required to pay the sales tax to the State. If you do not charge sales tax to the customer, you are still responsible in submitting what you would have collected to the State. Please understand your responsibility and consequences.

Crafts, Arts, & Vintage Show does not police whether you have proper certifications or pay your sales taxes. Although this does not exclude you from being part of the show, understand this Show takes no responsibility for your decisions or actions. To obtain a retail merchants certificate, go online at inbiz.in.gov. The certificate will be mailed to you within a few weeks.

INSURANCE COVERAGES AND LOSS

Crafts, Arts, & Vintage Show does not provide or hold insurance coverages to protect you and your booth from loss, theft, weather, or damage. Crafts, Arts, & Vintage Show does not protect you with medical insurance should personal injury or injury to others arise due to careless or accidental acts such as the positioning or handling of items in your booth or the intentional or unintentional injury, as the result of something that occurred in or outside your booth. It is expected you will have the necessary coverages to protect you, others, and your products from situations out of your control.

REJECTIONS OF EXHIBITORS OR PRODUCTS

The Crafts, Arts, & Vintage Show has the right to reject exhibitors who are thought to be detrimental to the image of the show. For this reason, when we receive your ideas for your booth, you will receive an approval or rejection of your proposed items. On show day, if we see products or services that we feel do not belong, we will ask you to remove the item(s). No refunds will be given for any reason. A pre-approval of your items reduces risk or misunderstandings. Be clear when asked to declare the types of products for your booth that you are open about what is primary. Products that are not

listed on the application / agreement form may be called into question. At a worse scenario, you may be asked to remove items from your booth.

TABLES, CHAIRS, and CHANGE

All vendors will be required to supply their own table(s), chair(s) and correct change for the event. We do not offer any of these services. It is suggested vendors put table coverings on their tables to add to its appeal (we understand there are exceptions). All vendors will need assistance to aid in unloading, setting up, and loading of their vehicles. We apologize for this inconvenience.

REGISTRATION, BOOTH DESIGNATION, AND SUBSTITUTION

Your booth **cannot** be traded with another vendor unless we give prior approval. No pro-ration or refund will be given to you if you find a substitute. It will be your responsibility to collect your booth fees back from that substitute. All booths need to remain where they are assigned. If you are not able to attend the show, you forfeit your monies (see refund policies). If you find a substitute, contact Susan Sholty Verellen or myself to gain approval. If we have a WAITING LIST, we will discuss what your substitute has to offer FIRST before going to that list.

PAINTER'S TAPE ONLY

Vendors understand that when renting a space that there are limitations. Since we are at the Fairgrounds, it is imperative that use of PAINTER'S TAPE on PEG BOARD, WALLS, FIREPLACE, STRUCTURES, or FLOOR is the only means to secure some of your items. The PEG BOARD is standard, bring your own hooks. You are also NOT allowed to use GLUE or TAPE on any surface as described above. Do not SCREW, NAIL, or DRILL anything into the peg boards or booth areas. All damages to your booth will be charged to you.

FOOD, SMOKING, and BREAK POLICIES

Exhibitors may eat food in their booths but they are to throw their garbage away and clean up any spills. Try to avoid eating in front of your potential customers. At no time will anyone smoke inside the building or in the restrooms. There will be no additional help to aid in watching your booth when you are away. Post a sign, take your money, and indicate when you will return. Due to close quarters of booths – theft may be deterred but could still happen when you are away. Do not rely on the person next to you to police your booth. They are not responsible for your losses.

PRODUCTS FOR APPROVAL / PHOTOGRAPHS

A **COMPLETE** list of products must be provided and approved as part of completing the application / agreement. Crafts, Arts, & Vintage Show managers reserve the right to disallow any product not meeting suitable standards or if there are multiple booths (such as jewelry booths) wanting to participate. In this case, we may allow a portion for each vendor to be fair to all.

All products bearing logos, trademarks, etc. must be authentic and licensed by the appropriate licensing authority.

Unlicensed, counterfeit, stolen, or otherwise illegal products are prohibited. All goods, wares, displays, and any other merchandise is understood to be at the vendor's risk. The vendor hereby grants Crafts, Arts, & Vintage Show the right to photograph vendor and its display and to use the photo(s) and/or other digital reproduction for publications purposes, whether electronic, print, or digital.

ONSITE MARKETING AND PROMOTIONS

Many vendors are a part of more than one business opportunity. No vendor will be allowed to promote or hand out any information (including business cards) for any business other than the one registered and paid for. Vendor will be removed from the event immediately if found to have violated this rule. If another distributor/vendor has entered as a guest and is handing out business materials or promoting their business to other guests, please bring this to our attention.

DONATION TRUCK / LOST AND FOUND

At other craft show events, some individuals go around and ask if anyone wants to have their items "donated" after the show is over. Only to find out that the show never had such a truck to begin with. We do not have a donation truck and we are not part of any donation program. If anyone walks around and solicits this – please notify us. If items are lost (you or general public) at the show, bring them to the Information Desk. If items are not claimed within one week after the show is over, all items will be donated to Goodwill.

LIABILITY AND RESPONSIBILITY

The VENDOR agrees to indemnify, to protect, and to hold harmless, Events by Kelly Renee Schutz, LLC, Crafts, Arts, & Vintage Show, and Tippecanoe County 4-H Fairgrounds from any and all claims, demands, or liability whatsoever, including, but not limited to, any loss, expenses, attorney fees, damage, defacement, or destruction caused by Vendor and/or its agents.

The VENDOR also does not hold said parties (above) responsible for adverse and unforeseen weather events that may cause damage or destruction to property and product.

VENDOR acknowledges that Events by Kelly Renee Schutz, LLC; Crafts, Arts, & Vintage Show; and Tippecanoe County 4-H Fairgrounds provides no insurance for the benefit of the VENDOR, or against the acts or omission of the VENDOR, its agents or employees. All insurance for personal property, public liability, and personal injury must be carried by the VENDOR.

VENDOR hereby releases and discharges Events by Kelly Renee Schutz, LLC; Crafts, Arts, & Vintage Show, and Tippecanoe County 4-H Fairgrounds, the show venue, venue staff, management, and agents of such accountable for or liable in the case of fire, water, venue utility disruption, and other acts of God or any accident, theft, or loss.

MAIL PAYMENT AND MAKE RESERVATIONS

If paying by check or money order, make payment directly to: Kelly Renee Schutz. If you send by PayPal to krschutz1@hotmail.com.

Please send your completed and signed application and payment to: **Kelly Renee Schutz, Crafts, Arts, & Vintage Show, P.O. Box 6311, Lafayette, Indiana 47903.** If you are paying by PayPal, you may scan your documents and send to the email below. Otherwise, indicate how you paid your registration form.

We look forward to your participation at the Crafts, Arts, & Vintage Show !!

Sincerely,

Kelly Renee Schutz

Kelly Renee Schutz
Manager

krschutz1@gmail.com
765-586-2660 (cell)

Susan Sholty Verellen

Susan Sholty Verellen
Show Assistant

suzysholty2014@comcast.net
765-464-4262 (cell)

DESCRIPTIONS OF VENDOR TYPE BOOTHS

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|-------------|---|--|
| Crafter | = | Handmade object. May include the decorating or putting together of various elements to create art, decorative, or useful item. |
| Artisan | = | An item that is functional or decorative. Examples – woodworker, decorative arts, photography or painting, sculptures, clothing, jewelry, tools, household, other mediums. |
| Vintage | = | Antiques, objects that are aged, unique, one of a kind. Interesting reproductions (ex. cast iron pencil sharpeners or banks) that are unique ... are fine. Auction type items that are unique, are fine. |
| Flea Market | = | No flea market items or “mass” reproductions – such as ice scrapers or items that are generally sold in bulk at a discount. A flea market item has different interpretations. Dirty or worn out items such as toys, clothes, etc. are not allowed. Machinery or utility items, not allowed. Merchandise liquidators, salvage goods, surplus, or what is mass production. When in doubt, ask. |
| Resale | = | Resale of items are allowed as long as they are not mass reproduced. For example, tote bags. Same type of bag but different colors or styles = allowed. |