



2013 MARKET VENDOR APPLICATION

Midwest Fiber & Folk Art Fair
 PO Box 754
 Crystal Lake, IL 60039
 (815) 276-2537
 www.FiberAndFolk.com

Please print legibly and complete ALL boxes

Business Name:		
Contact First Name:	Contact Last Name:	Alt Contact:
Mailing Address: Street:	City:	State: Zip:
Business Phone:	Cell Phone:	IL Sales Tax ID:
Email:	Website:	Preferred Time to Set Up:(circle one) AM PM
Sharing a Booth? Yes No	If yes, sharing with:	Est. Number of Hours to Set Up:
Name for Nametag #1:	Nametag #2:	Nametag #3:

Will you demo on stage? Yes No	If yes, type/name of demo (for promotional purposes):
Will you demo in your booth? Yes No	If yes, type/name of demo (for promotional purposes):
Returning Vendors: Do you prefer the same booth space? Yes No	I prefer to be near: I prefer NOT to be near:
Products we sell (check all that apply):	<input type="checkbox"/> Jewelry Making Supplies <input type="checkbox"/> Other: (please describe): <input type="checkbox"/> Yarns, Commercial <input type="checkbox"/> Rug Hooking Supplies <input type="checkbox"/> Equipment <input type="checkbox"/> Fibers <input type="checkbox"/> Yarns, Millspun <input type="checkbox"/> Basket Making Supplies <input type="checkbox"/> Books <input type="checkbox"/> Leather Goods <input type="checkbox"/> Yarns, Handspun <input type="checkbox"/> Baskets <input type="checkbox"/> Felting Supplies <input type="checkbox"/> Sewing Equipment <input type="checkbox"/> Product Specialty (please describe): <input type="checkbox"/> Knitting Supplies <input type="checkbox"/> Spinning Supplies <input type="checkbox"/> Fabrics <input type="checkbox"/> Bobbin Lace Supplies <input type="checkbox"/> Crochet Supplies <input type="checkbox"/> Dyeing Supplies <input type="checkbox"/> Quilting Supplies <input type="checkbox"/> Handmade Finished Goods <input type="checkbox"/> Weaving Supplies <input type="checkbox"/> Buttons & Beads <input type="checkbox"/> Jewelry (please write in what): _____

ALL ENTRANTS MUST READ AND ACCEPT THE FOLLOWING:
 By submitting the 2013 Market Vendor Contract, Applicant releases and agrees to hold harmless and indemnify the Midwest Fiber & Folk Art Fair, Art Affairs, Inc. and the Lake County Fair Association, all event sponsors and partners and their insurance carriers, their officials, employees, volunteers, and agents from any and all claims, actions, or damages, without any limitation whatsoever, for any loss, damage or injury to any person or property which is caused directly or indirectly by any reason. The undersigned also agrees to hold harmless the Midwest Fiber & Folk Art Fair, Art Affairs, Inc, the Lake County Fair Association, the city of Grayslake, IL, and Lake County, IL for any expenses or liabilities, including attorney's fees. In signing below, undersigned has read, agrees to abide by, and has retained a copy of the 2013 Market Vendor Contract Terms and Conditions, and 2013 Market Vendor Information & Regulations.

_____ I have read, retained a copy, and agree to abide by the
 initials Market Vendor Contract Terms and Conditions

_____ I have read, retained a copy, and agree to abide by the
 initials Market Vendor Information & Regulations

The undersigned agrees to abide by the conditions and regulations of Midwest Fiber & Folk Art Fair as set forth in the enclosed documents and exhibit kit, which conditions, rules, and regulations are by reference hereby made a part of this contract.

Market Vendor Signature _____ Date _____

PLEASE RESERVE FOR US: BOOTH ORDER

1. _____ 10 x 10 Booths (Linear) @ \$300/ea	_____ Total
2. _____ 10 x 10 Booths (Corner) @ \$350/ea	_____ Total
3. Electrical Access for \$75? <input type="checkbox"/> Yes <input type="checkbox"/> No (if yes, add \$75 fee)	_____ Total
4. _____ # Chairs @ \$2/each _____ # Tables @ \$15/ea	_____ Total
5. Non-Refundable Application Fee (see Information, Sec. 5d)	+\$20.00 Total
6. First Time Vendors ONLY: One-time Jury Fee, add \$20	_____ Total
7. Wireless Internet Access (WIFI), \$15 for weekend	_____ Total
8. Insurance Rider for \$25? <input type="checkbox"/> Yes <input type="checkbox"/> No, we will send certificates	_____ Total
TOTAL BOOTH FEES—CHECK ENCLOSED:(add 1 through 8)	_____ Total

PROGRAM AD: (check all that apply)

PRICE:	B&W	COLOR	
1/8 Page Vertical	<input type="checkbox"/> \$55	<input type="checkbox"/> \$100	_____ Total
1/8 Page Horizontal	<input type="checkbox"/> \$55	<input type="checkbox"/> \$100	_____ Total
1/4 Page Vertical or	<input type="checkbox"/> \$110	<input type="checkbox"/> \$160	_____ Total
1/4 Page Horizontal	<input type="checkbox"/> \$110	<input type="checkbox"/> \$160	_____ Total
1/2 Page Vertical	<input type="checkbox"/> \$200	<input type="checkbox"/> \$250	_____ Total
1/2 Page Horizontal	<input type="checkbox"/> \$200	<input type="checkbox"/> \$250	_____ Total
Full Page	<input type="checkbox"/> \$350	<input type="checkbox"/> \$425	_____ Total
Web Ad: \$100/ea	<input type="checkbox"/> Market Page <input type="checkbox"/> DIIP Page OR <input type="checkbox"/> Both \$150		_____ Total
TOTAL AD FEES			_____ Total

AD ONLY: I'll pay by credit card online I'll pay by check now



2013 MARKET VENDOR CONTRACT TERMS AND CONDITIONS

Art Affairs, Inc. (The Fair) does hereby demise, let and lease unto the Market Vendor (Vendor), and the Vendor does hereby hire and take from The Fair, exhibit space at this Midwest Fiber & Folk Art Fair® (MFFAF) subject to the following terms and conditions:

Contract Terms and Conditions will become a binding agreement when the signed Market Vendor Application, the signed Market Vendor Contract Terms and Conditions, the certificates of insurance, if applicable, all payments have been received and MFFAF has assigned the Vendor a Booth Number.

1. Term of Lease:

The term of this lease shall commence at 8:00 AM on June 20, 2013, and shall end at 7:00 PM on June 23, 2013, and shall also extend to scheduled times as advised by The Fair before MFFAF for installation and after MFFAF for removal of exhibits. In order to guarantee exhibit space, payment in full is required with the Market Vendor Application.

2. Insurance

All Vendors must carry general liability insurance and issue a certificate of insurance naming Art Affairs, Inc/The Midwest Fiber & Folk Art Fair® and the Lake County Fair Association as the certificate holder and as the additional insured. These certificates must be turned in with the application or via email at the time of application. The general liability must be for at least \$1,000,000. Vendors without insurance may purchase a rider from Art Affairs, Inc. for \$25.

3. Assignment of Exhibit Space

- a) All booth assignments will be prioritized as follows: foremost by facility requirements, next by seniority, time/date of receipt of application, Vendor preference and/or availability, number of booths purchased, and product consideration. While The Fair will make every effort to assign booth locations per requests, it is understood by the Vendor that The Fair cannot guarantee the Vendor their requested location. Furthermore, The Fair reserves the right to alter the location(s) of booth(s) based on the general appearance and overall planning of MFFAF. Seniority will not be considered a factor for applications received after December 31, 2012.
- b) Vendors may not sublease all or part of their booth space (see Vendor Information & Regulations #5 f. for Booth Sharing).

4. Defaults

Any booth space not claimed and occupied or for which no special arrangements have been made before 5:00 PM on Thursday, June 20 may be resold or reassigned without any obligation on the part of MFFAF for any refund whatsoever. Vendors who do not show up at check-in forfeit all refunds and may result in a refusal of future applications.

5. Vendor Eligibility and Conduct

- a) The Fair reserves the right to determine the eligibility of Vendors. Refer to Vendor Information and Regulations #3 "Vendor Eligibility" and #4 "Jurying" for eligibility requirements. Acceptance is at the sole discretion of The Fair. In all cases, The Fair reserves the right to reject, accept, or conditionally accept any entry for whatever reason.
- b) The Vendor must be an authorized agent of all products intended to be displayed and/or sold at MFFAF.
- c) Vendors shall not solicit business in aisles or booth(s) other than their own, nor shall they distribute samples and/or leaflets outside of the confines of the booth space rented, without express permission of The Fair.
- d) Vendor agrees to observe the laws of the jurisdiction in which the fairgrounds are located. Vendor agrees to abide by all agreements and contracts including agreements between The Fair and the Lake County Fair Association.
- e) The Vendor shall use only the official contractors as designated by The Fair and/or the Lake County Fair Association.
- f) Vendor shall conduct itself in a manner and operate its equipment at a level of sound that is considered to be proper and acceptable to The Fair and other Vendors. Acceptability is determined at the sole discretion of The Fair, which reserves the right to take whatever action is deemed to be necessary.
- g) At least one Vendor staff person should be in the exhibit space during all hours that MFFAF is open.
- h) It is the responsibility of the Vendor to be fully familiar with the terms of this contract and to see that each member of the Vendor's staff attending MFFAF is also familiar with the terms of the contract.
- i) The Fair reserves the right to take whatever action is deemed to be necessary to enforce the provisions of this contract including eviction from the event and/or cancellation of Vendor's booth rental and retention of the full amount of monies paid by the Vendor.

6. Vendor's Booth

- a) Vendor will be responsible for the arrangement of products and displays within its own booth(s). All products, materials, and equipment used in its own booth(s) must conform with and meet the requirements of Municipal, State, and Federal Regulations and the regulations of Lake County Fair Association covering fire, safety, health, and all other matters.
- b) Products and displays must remain in the confines of the booth space(s) rented and may not extend into the aisles.
- c) No Vendor may dismantle its display until after the official closing of MFFAF. Failure to comply may be cause to revoke future exhibiting privileges.
- d) The Vendor further agrees to have removed, at its expense, goods and properties from the fairgrounds no later than 8:00 PM on the official closing day of MFFAF. In the event of failure to do so, the Vendor agrees to pay for such additional costs as may be incurred for removal by The Fair or Lake County Fair Association, it being acknowledged that The Fair or Lake County Fair Association shall not be liable for any damages or other suits arising out of the late removal of the exhibit.

7. Sale of Merchandise

Products or Services offered for sale to MFFAF'S guests must have prices displayed that identify the Vendor and which do not use misleading terms or phrases.

8. Unloading/Loading Procedures

- a) Vehicles are to be unloaded/loaded in a timely fashion. If an Vendor's vehicle is left unattended for more than 10 minutes said Vendor will be asked to move it to make room for other Vendors.
- b) The loading doors will not be open to vehicles until 8 AM on Thursday for set-up and 4:01 PM on Sunday for loading. Overhead doors will not be open until all vehicles are cleared from the area. Vehicles will be allowed into loading/unloading area only after booths are disassembled and packed.
- c) Absolutely no loading or unloading is allowed through the front doors.

9. Cancellations and Refunds

This is a rain or shine event—there are no rain dates. No refunds will be given due to weather. Booth Refunds will be issued as follows:

- a) If you find you cannot attend the show for any reason, please contact us as soon as possible. All cancellations must be received by email (preferred) or in writing.
- b) All cancellations made before April 1, 2013 will be assessed a 50% cancellation fee.
- c) No refunds will be made for cancellations received on or after April 1, 2013.
- d) Vendors may not assign, sublet, or apportion all or any of their booth space(s).
- e) No money will be refunded to the Vendor under any circumstances if the Vendor is asked to leave for violating any Fair regulations or the laws of Lake County, IL. Being asked to leave for any reason will result in a refusal of future applications.

10. Waiver Of Liability and Indemnification

- a) **By submitting the 2013 Market Vendor Contract, Applicant releases and agrees to hold harmless and indemnify the Midwest Fiber & Folk Art Fair®, Art Affairs, Inc. and the Lake County Fair Association, all event sponsors and partners and their insurance carriers, their officials, employees, volunteers, and agents from any and all claims, actions, or damages, without any limitation whatsoever, for any loss, damage or injury to any person or property which is caused directly or indirectly by any reason. The undersigned also agrees to hold harmless the Midwest Fiber & Folk Art Fair®, Art Affairs, Inc, the Lake County Fair Association, the city of Grayslake, IL, and Lake County, IL for any expenses or liabilities, including attorney's fees. In signing below, undersigned has read, agrees to abide by, and has retained a copy of the 2013 Market Vendor Conditions & Contract Terms, and 2013 Market Vendor Information & Regulations.**
- b) **Force Majeure: The Midwest Fiber & Folk Art Fair®/Art Affairs, Inc. may cancel this contract, with reasonable cause, or upon the happening of events beyond its control which makes performance impossible or useless, upon written notice to the Vendor by an authorized officer of Art Affairs, Inc. The Midwest Fiber & Folk Art Fair® reserves the right to alter, reduce, or redistribute allocated space upon reasonable cause, or upon the happening of events beyond its control which render previous space allocation impossible or useless. In the event of such cancellation or reduction, the Midwest Fiber & Folk Art Fair® agrees to negotiate in good faith toward refund, reduction or alternate application of sums paid by the Vendor as booth fees.**
- c) The Fair reserves the right to amend or interpret these terms and conditions as necessary in the specific and general interest of MFFAF.

11. Damage to Property

Nothing shall be posted on, tacked, nailed, screwed, or otherwise attached to columns, walls, floors, or other parts of the building or furniture. Any costs incurred in protecting the building, equipment, or furniture from damage will be at the expense of the Vendor. Vendors are liable for any damage caused to the building, floors, walls, columns, standard booth equipment, or to other Vendor's property which shall occur through acts of omission of the Vendor, its agents, employees, and/or sub-contractors.

12. Attendance

The Fair shall have the sole control over all admission policies in respect to MFFAF at all times.

13. Photography

By attending MFFAF, the Vendor agrees that the Vendor's booths and staff may be photographed by MFFAF's designated photographer(s), filmed, or interviewed for use in future marketing and advertising campaigns.

14. Violations

Violations of any contract terms and regulations on the part of the Vendor, its employees, or agents shall, at the option of the MFFAF, annul the right to occupy space and such a Vendor will forfeit to the MFFAF all monies paid.

This contract is subject to all terms and conditions of the agreement between Art Affairs, Inc. and the Lake County Fair Association relating to the use of Lake County Fairgrounds for the Midwest Fiber & Folk Art Fair®.



Midwest Fiber & Folk Art Fair®
PO Box 754
Crystal Lake, IL 60039
(815) 276-2537
www.FiberAndFolk.com

2013 MARKET VENDOR INFORMATION & REGULATIONS

Thank you for your interest in the Midwest Fiber & Folk Art Fair®! Please read through these documents carefully and keep a version for yourself. The Market Vendor Information & Regulations are part of the Market Vendor Contract. In signing the Market Vendor Application and Contract Terms and Conditions forms and sending it to us you affirm that you have read, understand, have kept a copy of, and will abide by the rules and regulations. All rules and regulations apply to all Market Vendors (Vendors). **Please contact us at carol@fiberandfolk.com or call us at 815-276-2537 Mon-Fri 10:00 AM-4:00 PM Central Time, if you have any questions.**

1. DAYS, DATES, AND HOURS

a. **Set Up: Thursday, June 20, 8:00 AM to 7:00 PM ONLY.**

Please tell us how much time you will need to set up your booth on the Application. We will set up a schedule based on this information. **Vendors must check in before starting set up and all Vendors must be checked in by 4:30 PM.** Vendors who must arrive later than 4:30 PM due to emergency should call the Vendor Coordinator. We may be able to accommodate Vendors who must set up late, as long as they have prior permission from the Midwest Fiber & Folk Art Fair (MFFAF); however, the Vendor will be assessed a \$150 fee to cover fairgrounds staffing costs. This fee must be paid before set up will take place.

b. **Vending Hours:**

Friday: June 21, 2013 10:00 AM – 6:00 PM
Saturday: June 22, 2013 10:00 AM – 6:00 PM
Sunday: June 23, 2013 10:00 AM – 4:00 PM

c. **Take Down: Sunday, June 23, no earlier than 4:01 PM.**

There is NO early departure. Early departure will result in a refusal of future applications. All booths must be removed from the Lake County Fairgrounds by 7:00 PM. Those Vendors who are not down by 6:30 PM will be assigned porters to assist them. Porter service costs \$30 per person, per hour, one hour minimum and must be paid for in advance. Refusal to pay porters will result in refusal of future applications.

2. APPLICATION

a. All Vendors must submit a completed and signed Market Vendor Application. The Market Vendor Contract consists of these rules & regulations, a signed Application, and agreement to the terms set forth in the Market Vendor Contract Terms and Conditions.

b. Payment in full must be made by check at the time of application. **Make checks payable to: Midwest Fiber & Folk Art Fair** and mail them with the above mentioned signed documents to:

Midwest Fiber & Folk Art Fair
PO Box 754
Crystal Lake, IL 60039

c. **Incomplete Applications:** All booth fees, application fees, and jury fees are due in full at the time of application. Applications that are turned in without payment will be considered incomplete and will not be considered. Booth fees due are assessed by date of payment, not date of application. *NOTE: if you do not pay all your booth, application fees and jury fees with your application, we will send you one reminder for free. Please let us know at that time whether you wish us to keep your application. If we have to send you further reminders (we will send one a month) there will be a service charge of \$20 per reminder.*

3. VENDOR ELIGIBILITY

This is a handmade Fair. The primary focus (98%) of each booth's contents must be merchandise made by hand, such as

finished goods, OR supplies to make it yourself by hand. Equipment such as looms, spinning wheels, sewing machines, knitting needles, etc., and books are the only exceptions. MFFAF will accept Vendors who only sell equipment or books. All merchandise for sale in your booth space must be made by or belong to you. No consignment sales are allowed.

- a. If an item for sale is a finished good (a piece of jewelry, basket, clothing, decorative art, etc) it MUST be handmade. It may not be commercially made and hand decorated unless the hand decoration comprises 85% or more of the product.
- b. Handmade goods purchased wholesale from overseas must be purchased via Fair Trade practices and must be of a quality and price comparable to other handmade goods for sale at the Fair. The Fair reserves the right to jury such goods every year and to reject those that do not comply. Vendors who break this rule may be evicted from the Fair without recompense or refund and will result in a refusal of future applications.
- c. Co-op produced and mass produced articles of clothing are not allowed at the Fair.
- d. Commercially produced supplies and tools are allowed at the Fair provided they go into the making of a finished good, but are not the end product.
- e. Commercial yarns are allowed at the Fair. We encourage natural fibers. 100% acrylic plain yarn (as opposed to novelty yarn), that you can buy in any craft store, is not allowed at the Fair.
- g. The MFFAF reserves the right to jury all Vendors on-site during the Fair. Vendors violating the eligibility rules will be asked to remove prohibited items from the sale floors.

4. NEW VENDORS: JURYING

- a. **Jury Fee:** This is a juried show. All new Vendors who have not been juried will be charged a non-refundable \$20 jury fee to be paid with the booth fee when submitting the Market Vendor Application.
- b. **Jury Process:** Submit the completed Market Vendor Application with a separate document describing in full the products you sell (i.e. if handspun yarn, describe fibers used; if commercial yarn, list brands; if handmade goods, list types of items and how made, etc), and at least five photographs representative of your work and including one of your booth showing your booth set-up. Vendors who do not have booth set up photos may submit a sketch, with permission of The Fair. Please contact Carol Cassidy-Fayer at the email address and/or phone above. We encourage Vendors to submit photographs via email, mailed in photos may not be returned.
- c. **Jury Period:** Being juried into the show qualifies the Vendor for an unspecified period no less than three years. The MFFAF/Art Affairs, Inc. reserves the right to require you to resubmit to the jury process at any time.

5. BOOTH FEES FOR 2013

- a. **10x10 ft. booth (each):** \$300
- b. **Corner 10 x 10 ft booth (each):** \$350
- c. **Application Fee:** All Vendors will be assessed a non-refundable \$20.00 Application Fee. Applications received without the Application Fee will be considered incomplete.
- d. **Insurance:** All Vendors must be insured. The general liability must be at least \$1,000,000. Insured Vendors must mail or email two certificates of insurance: one naming Art Affairs, Inc.; and the other naming Lake County Fair Association as the additional insured **with the application**. Uninsured Vendors may purchase an insurance rider from the Fair at time of application (see 13b).
- e. **Sharing Booth Space:** Sharing booth space is allowed; however, no more than two Vendors may share a single booth space.

Each Vendor sharing a space must:

- i. Complete a separate Vendor Application and pay a separate non-refundable Application Fee.
 - ii. List the other Vendor(s) on the application.
 - iii. Be juried independently and each pay the jury fee, if a first-time Vendor. Each Vendor's application and jury information must be separate and each Vendor's products must be identified clearly.
 - iv. Send in a certificate of insurance naming Art Affairs, Inc. and the Lake County Fair Association as co-insured with the application; or each must purchase an insurance rider from the Fair.
- f. **Optional:**

Electrical access, tables, and chairs must be ordered and paid for at the time of application. MFFAF must arrange for these in advance. We WILL NOT be able to honor requests made for electrical access for the first time when arriving at the Fair.

Electrical Access: \$75 (must be ordered at time of application).

Tables (standard banquet, 8ft x 2.5 ft): \$15/ea if ordered in advance, \$20 ea at the Fair (if available).

Chairs: \$2/ea if ordered in advance, \$5/ea at the Fair (if available)

Internet Access: Internet access is available from Lake County Fair Association for \$15. For your convenience, MFFAF will collect this fee from you for them. Please make payment at time of application to MFFAF.

Tables and chairs located around the fairgrounds are not Fair property and may not be taken at will. Vendors will be fined \$50 if any building furniture is in their booth.

All electrical access must be approved by MFFAF, the Fairgrounds, and The Fair's electrical contractor. Please be aware, just because you see a plug doesn't mean you can use it. Vendors who do not order electrical access and use electricity will be fined \$300, may be removed from the Fair immediately, and may be disqualified from future Fairs. In the case of electrical failure due to unauthorized electric usage, the offending Vendor will be charged the full cost of the repair in addition to the fine.

6. LOADING, UNLOADING & RESTOCK

- a. All Vendors will be assigned an unloading door at check-in. Please be considerate during set-up. Unload your vehicles, and then move them to the Vendor parking area before setting up your booth so that everyone can unload as quickly as possible. Vendors may pull up to the unloading area again after set-up to load empty containers.
- b. MFFAF does not provide empty carton storage on site. Empty cartons should be stored by the Vendors in trailers or off-site and not kept in view.
- c. **Vendors will be allowed access to their booth spaces at 9:00 AM on Fair dates.** This is firm, no Vendors will be

allowed in the marketplace earlier than 9:00 AM during the Fair. Vendors may stay in their booths until 7:00 PM Friday and Saturday, but are encouraged to leave earlier if possible.

- d. Vendors may pull up to the loading/unloading area between 9:00 AM and 9:30 AM on days of the Fair. Any Vendor arriving later than 9:30 AM will have to handcart items to their booths through side doors. All carts and boxes must be off the marketplace floor and all Vendor vehicles moved to the Vendor parking area by 9:45 AM.
- e. **The MFFAF does not provide hand carts or hand trucks to borrow or rent.** Handcarts are the property of Lake County Fair Association and are not available for use or rent by Vendors. Vendors, please plan ahead and either hire a porter or make your own arrangements.
- f. Vendors are required to check out before leaving the Fair. Please leave your booth area clean and take all trash to the outdoor trash receptacles. Failure to leave a clean booth space will result in a \$200 fine and may result in a refusal of future applications.
- g. Unloading procedures and schedules will be emailed to Vendor prior to the Fair.

7. BOOTH ARRANGEMENT & CONDITION

- a. Vendors must conduct business from within the spatial confines of their assigned booth space(s). All Vendor merchandise, displays, chairs, spinning wheels, equipment, etc and the Vendor themselves must remain within their marked booth space. Vendors who expand beyond their booth limits will be given a warning. If the situation is not remedied in a timely manner future applications will be refused. If the Vendor commits further offenses, they may be removed from the event.
- b. Vendors are required to keep their spaces neat and attractive. Vendors are responsible for taking out their own trash. No rubbish, refuse, or other litter of any kind shall be deposited and left anywhere within the Lake County Fairgrounds' building or grounds. Failure to clean up adequately during or after the Fair may result in a refusal of future applications.
- c. All Vendors are required to post a sign signifying the name of their business prominently within the confines of their booth space. Vendors must also identify themselves on price tags or include a business card with each sale. To help ensure repeat business, Vendors are strongly encouraged to identify their businesses on receipt forms, and to bring hand outs or business cards.
- d. MFFAF will supply all Vendors with a booth number sign. All Vendors are required to post their booth numbers on the aisle side of each booth rented.

8. VENDOR SERVICES

The Vendor Service Kit will be given out at check-in and will include admission passes, booth numbers to be displayed in booth spaces, parking passes, an exit survey, and additional information necessary to vend at the Fair.

9. COMPLIMENTARY VENDOR SERVICES

- a. **Admission:** All Vendors will be given up to 3 admission passes per day, which they can use as they wish. (For example, two can be used on Friday and four on Saturday, rather than three on each day.) Vendors renting multiple booth spaces may be given 4 passes for two booths, or 5 passes for more than 2 booths. Please contact the Vendor Coordinator to enquire. Vendors may buy additional passes for \$8 each per day at check-in. If Vendor's staff are not able to obtain their passes prior to arriving to help, the staff will have to pay admission at the gate and then return to The FairWear booth with their Vendor pass to receive a refund.

NOTE: All booth attendants must be bona fide employees of the Vendors. False certification of individuals as Vendor representatives, misuse of Vendor admission badges, or any method or device used to assist unauthorized individuals to enter the Fair will be sufficient cause for expelling the violators from the Fair, barring them from further entrance into the Fair, and/or removing the Vendor from the Fair without obligation on the part of the MFFAF or refund of any fees. The Vendor, for themselves, their employees, and agents, waives all rights to any claim for damages against the MFFAF and its officers, agents, and employees for any failure to enforce the provisions of this paragraph.

- b. **Program Listing:** Vendors will be listed in the Fair program with business name, address, website or email as provided on application, and booth number.
- c. **Web List:** Vendors name and booth number and a web site or email address and a link will be listed on the MFFAF website prior to and post Fair.
- d. **Demonstrations & Promotion:** Vendors may apply to demonstrate in the Fair's central demonstration area. MFFAF reserves the right to select demonstrators to create a balanced program. All Vendors are encouraged and welcome to demonstrate in their own booth spaces as they wish.
- e. **Promotional:** MFFAF reserves the right to promote all Vendors at the Fair for the purpose of promoting the Fair. This will include using photos and/or audio or video taken of Vendors' booths and/or products at previous events. MFFAF will ask permission of Vendors before using logos or other copyright material.

10. CHARGEABLE BOOTH SERVICES

The following services are offered for the fees specified:

- a. Porter Service is available for set up and take down at \$30 per hour, per porter. Porters are for drayage only and cannot help to set up displays, unpack or pack boxes or do any work in connection with erecting and dismantling booth spaces.
- b. Rental of tables and chairs at rates specified (See Booth Fees).
- c. Electrical Access as specified (See Booth Fees).
- d. Note: the web link is now provided to all Vendors FREE of charge. In order to have the web link, the Vendor MUST include the web address or email address on their Application, the Fair will not follow up to obtain the information any other way. Once Vendor is listed on The Fair's site, a \$20 processing fee will be assessed if web address was not included with the application and has to be added later.

11. VENDOR RESPONSIBILITIES

- a. Vendors are responsible for providing their own insurance. Art Affairs, Inc., the Midwest Fiber & Folk Art Fair®, Lake County Fair Association and all other partners or sponsors in the event accept no responsibility for loss, theft, damage, etc. (See 5d and 13b for information on required Certificates of Insurance).
- b. Vendors are responsible for collecting and paying Illinois Sales Tax. Forms will be provided to you via email before the Fair. Only Vendors located in IL or who regularly do business in IL are required to have an IL Sales Tax ID number and must report it on the application. Out of state/country Vendors may use the form provided to send in their sales tax without an IL Sales Tax ID.
- c. All Vendor booths must be open for business during all hours of the Fair and all three days of the Fair. Leaving early for any reason will result in a refusal of all future applications. (In the event of an emergency, please contact the Vendor Coordinator or Fair Staff.)
- d. Vendors may sell during designated times only. All sales should take place in Vendor's own booth space. Making sales in aisles and/or lobbies is not allowed.

12. VENDOR SPONSORED ACTIVITIES

MFFAF invites all Vendors to be creative and make suggestions regarding sponsoring and/or organizing activities at the Fair. At past Fairs, Vendors have donated items to the membership basket drawings, participated in competitions and exhibits, and invited special speakers to make presentations. Please contact Carol Cassidy-Fayer at the email above to inquire about Vendor-sponsored activities at the Fair. Vendors sponsoring or organizing an activity will receive additional promotion from The Fair and are responsible for all insurance, fees, etc. associated with that activity.

13. GENERAL CONDITIONS

- a. **Security:** Security is provided by the MFFAF on a 24 hour basis from set-up until 7:00 PM on Sunday. Reasonable precautions are taken to ensure the safety of persons and the protection of property.

The Midwest Fiber & Folk Art Fair®/Art Affairs, Inc. strongly recommends that each Vendor secure a rider policy to cover all booth and display items during transportation to and from the Fair as well as during set up, the duration of the Fair, and take down. Riders that cover the Vendors time at the Fair (only) are offered through the Fair's insurance company—see b. below.

For security measures, Vendors are encouraged to remove all personal possessions and cash boxes from their booths at night.

- b. **Insurance Rider:** Vendors are required to carry general liability insurance of at least \$1,000,000 and to issue certificates of insurance naming Art Affairs, Inc./Midwest Fiber & Folk Art Fair and Lake County Fair Association as the certificate holder and as additional insured. This applies to Vendors, not booths. Each Vendor sharing a booth must issue certificates of insurance. **We are offering a rider to Vendors without general liability insurance for \$25.**
- c. **Parking:** Vendors must park in the designated Vendor parking area during Fair hours. Trailers will have a designated parking area away from Vendor parking. You may leave your trailers in this area ONLY (chained vehicles that are not in the designated area will be cut and towed). If you are a wool processor and are accepting fleeces from customers, please contact the Vendor Coordinator. We may be able make a few parking spaces accessible to those who must run out to store fleeces during the event. Those using these spaces must be pre-approved and have appropriate passes. After hours, those vehicles must be moved to the designated parking area.
- d. **Animals:** No pets or animals are allowed inside the Fair site. MFFAF may arrange for some exhibition animals; if you wish to bring a fiber animal to exhibit, please contact Barb Parsons at Barb@FiberAndFolk.com.

14. LOGO

The Midwest Fiber & Folk Art Fair® logo has been copyrighted and is protected by and under the U.S. copyright laws against its unauthorized use. The Midwest Fiber & Folk Art Fair® reserves the right to exclusive use in all respects. By becoming an Vendor, the applicant acknowledges such exclusivity, and, further, agrees, not to use said logo without prior written consent of the Midwest Fiber & Folk Art Fair®.

15. TRADEMARK

Midwest Fiber & Folk Art Fair® is now a registered Trademark and is fully protected under United States Trademark Law. Registered Number: 4,027,253.