



**CHRISTINA PREMO-HUJANEN**  
**COORDINATOR**  
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## APPLICATION AND CONTRACT FOR EXHIBIT SPACE

Date \_\_\_\_\_  
 We hereby make application for the exhibit space according to the official floor plan, to be used for an exhibit at the Tower Civic Center on June 2-3,2012. Craft Fair hours are 10 a.m. - 5 p.m. on Saturday and 10 a.m. - 4 p.m. on Sunday. Setup times will be determined.

What do you intend to exhibit? Be specific. \_\_\_\_\_

In consideration of your reserving exhibit space for our use during said show, we promise to pay you a total sum of:

Qty	Booth size 100 SQ FT	Cost	Total
	Booth Space (Multiple Spaces May Be Purchased)	\$75.00	
	Total Booth Charges in US Funds Only		

Do you prefer an indoor or outdoor space? \_\_\_\_\_ Indoor space is limited and on a first come first requested basis.

### Make Checks Payable to: Lake Vermilion Harbor Festival

The parties agree that in the event of breach of contract the actual damages would be difficult to determine and that in the event of refusal or failure to pay said balance according to the terms above the Nonrefundable deposit may be retained as liquidated damages, or in the alternative, said **Lake Vermilion Harbor Festival** may proceed to enforce this contract and receive the balance owing under this contract.

All rules and regulations governing the above show, are accepted by us and made part of this contract, and we agree to comply with all of them, taking the space for exhibiting purposes under the terms and upon the conditions set forth in the rules and regulations. Rules are listed on the reverse side of this contract.

**Lake Vermilion Harbor Festival** agrees to give us the use of this space, to be used by us in consideration of and for the purposes and time aforesaid.

Accepted By: \_\_\_\_\_  
**(MUST BE SIGNED BY EXHIBITOR)**

**Company:** \_\_\_\_\_

**Contact:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City State, Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Email:** \_\_\_\_\_

Office Use Only		
Amount Paid	Check #	Date Received

# SHOW RULES & REGULATIONS

1. All space contracts are **non-cancelable and non-transferable**. There will be absolutely **no subletting** allowed. Exhibitors must restrict their displays to the space contracted for. Exhibitors may not use the aisles in any way to conduct sales. The coordinator reserves the right to move any exhibit.

2. All work to be exhibited or sold at the **Lake Vermilion Harbor Festival** must be approved by the coordinators. Entrants, once accepted, automatically receive an application for the following year's CraftFair if they met the guidelines and did attend the CraftFair. If a discrepancy is found during the CraftFair, the Coordinator has the authority to close down all or part of the booth. Without giving prior notice to the Coordinator, no-shows will not be invited back.

All artists participating, will need to submit a maximum of three photographs showing the work to be displayed. If accepted into the CraftFair, photos will not be returned until after your booth has been juried at the CraftFair. If the application is refused, fee and photos will be returned. CraftFair Coordinators retains the right of acceptance or refusal.

3. All displays and exhibits must comply with all of the rules and regulations of the local Fire and Health Department. Fire exits and alleys must be kept open at all times.

4. Booths **must** be manned at all times the show is open.

5. Exhibitors may not begin dismantling their booth until the posted time of show closing. Early move out is strictly prohibited.

6. No signs or other articles may be fastened to walls, electrical fixtures or city buildings. The use of tacks, tape, nails etc that would mar the floors or walls is prohibited.

7. **Lake Vermilion Harbor Festival**, coordinator, building management, and officers thereof, those managing the show on neither their behalf nor their employees will be responsible for any loss or damage that may arise to the exhibitor, his employees or his goods either while in transit to or from the building or while in the building from any cause whatsoever.

8. All exhibitors must return a completed Minnesota Revenue Department ST-19 sales & use tax information form. Failure to return ST-19 will result in not being allowed to set up your booth and participating in the show.