

VENDOR APPLICATION AND REGISTRATION FORM

Summary: This is a RAIN or SHINE event conducted on our lawn. You are responsible for bringing your own tables, chairs, and related accessories to display your goods. You are highly encouraged to bring a portable canopy that can be staked, weighted, or otherwise secured to the ground. There will be no electricity or Wi-Fi service provided. Portable toilets will be provided for vendors and guests.

The G.W. Adams Educational Center, Inc. *d/b/a* Historic Prospect Place Estate is an all-volunteer Ohio registered 501(c)(3) nonprofit organization. Our mission is to restore, preserve, and protect Historic Prospect Place Estate for visitors of all ages.

TERMS AND CONDITIONS

This agreement between you and the G.W. Adams Educational Center, Inc., Historic Prospect Place Estate, its management, staff, and volunteers (collectively, the “Center”) will govern your participation in the event as a “Vendor.”

1) Vendor Spaces

- Each Vendor space is a marked, approximately 10-foot by 10-foot, portion of the event grounds.
- A maximum of three adjoining Vendor spaces may be purchased **in advance** of the event. **No Vendor spaces will be offered for purchase the day of the event.**
- Vendor space locations will be assigned to Vendors by the Center on the day of the event. Placement, flow, and competition will be taken into consideration to provide the best experience for Vendors and event attendees.
- Spaces will be assigned to Vendors on a first-come, first-served basis.
- Vendors must ensure that none of their display or other equipment extends beyond the marked space(s) they have been assigned. This includes canopies, tables, stands, displays, merchandise, or related materials.
- Only one Vendor may occupy each space; spaces may not be shared or sub-let.
- If you have special Vendor space needs, please specify these needs in the application and the Center will make every effort to accommodate them.

2) Setup/Tear Down

- The grounds will open for setup between 7:30 a.m. and 8:00 a.m. on the day of the event. All Vendors must be set up and ready to sell by 9:45 a.m. on the day of the event.
- Tear down can start no earlier than 4:30 p.m. and must be completed by 7:00 p.m.
- No Vendor is to close before the official 5:00 p.m. closing time.
- Vendors are responsible for their selling spaces. Before leaving, please be sure your space(s) are clean and trash-free. Accessible trash and recycling receptacles will be provided by the Center.

3) Signage/display furniture

- Vendors are responsible for providing their own signage, tables, chairs, and merchandise display materials/necessities.
- The provision of protective materials, such as plastic sheeting, to shield Vendor’s merchandise and furniture from water or other damage in the event of inclement weather is the Vendor’s responsibility and is strongly encouraged.
- Canopies are also strongly encouraged for protection from both sun and rain. All canopies must be secured to the ground to prevent loss or damage in the event of windy conditions.

4) Utilities

- No electric service will be provided by the Center to Vendor spaces. Gasoline- or propane-powered generators **are not permitted**. Silent battery- or solar-powered electric sources **are permitted** as long as they are fully contained within Vendor space(s).
- Limited guest Wi-Fi service is available inside the Mansion. However, access to Wi-Fi is not assured at every Vendor space. Vendor must be prepared to provide and use a device such as a cell phone or a Wi-Fi hotspot if internet access is needed for point-of-sale (POS) terminals or for any other purpose.
- Portable toilets will be provided by the Center on the event grounds for use by Vendors and event attendees.

5) Staffing

- Vendor space(s) must be continuously staffed by a member of Vendor's staff from the event opening at 10:00 a.m. until the event closes at 5:00 p.m.
- The Center will not be responsible for providing, arranging, protecting, storing, promoting, or selling Vendor merchandise, or for providing, protecting, or storing display materials or furniture.

6) **Family-oriented event:** This is a family-oriented event. The Center reserves the right to require Vendors to remove items from sale and/or display deemed to be offensive or objectionable.

7) **Parking:** Parking in the designated parking area of the event grounds will be provided, at no additional charge, for Vendor's staff during the event. A limited number of handicapped parking spaces are available. Vehicles may not be parked in or adjacent to the Vendor's space(s) **except** during setup and teardown. All vehicles must be removed from the event grounds no later than 7:00 p.m.

8) Payment/cancellation

- The entire application payment for the selected number of Vendor space(s) is a **non-refundable donation** and is due at the time of submission of the application form.
- No refunds will be made to Vendor for weather, accident, health, or other causes for non-participation. Nevertheless, the Vendor agrees to notify the Center promptly if they determine that, for any reason, they will be unable to participate in the event.
- In the unlikely event the Center is required to cancel the event, registration refunds will be handled in a timely manner.

9) **Acceptance:** The Center reserves the right to decline any application for Vendor space if it deems such action to be in the best interest of the Center and/or the event.

10) **Indemnification:** Vendor agrees to indemnify and hold harmless the Center, the Board of Trustees, and its staff and volunteers from and against any loss, expense, claims, damages, or suits to person or property, including attorney's fees, arising out of or related to the participation or non-participation of the Vendor at the event.

I ACKNOWLEDGE AND AGREE TO THE TERMS AND CONDITIONS OF THIS EVENT, AND UNDERSTAND THAT ALL DONATIONS ARE NONREFUNDABLE EXCEPT AS PROVIDED ABOVE.