

Wildwood Holiday Craft Show

VENDOR APPLICATION

Sunday, December 2, 2018

10 AM - 4 PM

7645 Little Mountain Road, Mentor, Ohio 44060

Name _____

Company Name _____

Phone _____ Email _____

Address _____

City _____ State _____ Zip _____

Please **Carefully Select your preference:**

- _____ South Wing, First Floor - \$60
- _____ The Oliver Wing, First Floor - \$60
- _____ Lockwood Room, Second Floor - \$60
- _____ The Gallery Room, Second Floor - \$60
- _____ Collacott Room, Second Floor - \$60
- _____ Craft Room, Lower Level - \$50

Did you participate in 2017?

YES

NO

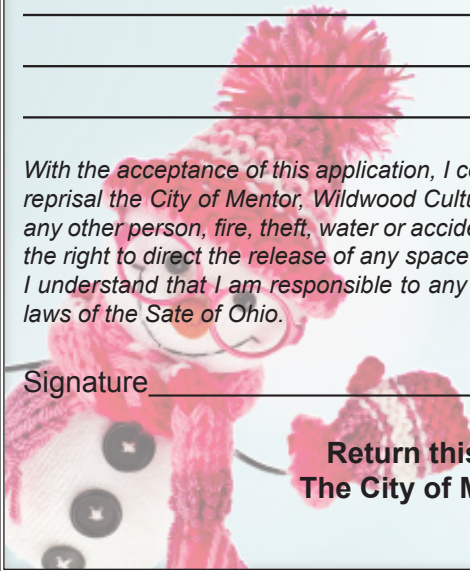
First time applicants must
provide 3 photos of items
you wish to sell

Please describe in detail the crafts/merchandise you plan to sell:

With the acceptance of this application, I consent to abide by the regulations of this show as stated. I agree to indemnify and hold without reprisal the City of Mentor, Wildwood Cultural Center, and/or the Community Arts Commission for any damage, loss or injury caused by any other person, fire, theft, water or accident. The City of Mentor, Wildwood Cultural Center, and/or the Community Arts Commission has the right to direct the release of any space for failure to comply with the rules and the reallocation of space, and to reject any application. I understand that I am responsible to any applicable taxes to the State of Ohio. This agreement is entered into in accordance with the laws of the State of Ohio.

Signature _____ Date _____

**Return this application with check or money order ASAP to:
The City of Mentor: 8500 Civic Center Blvd., Mentor, Ohio 44060
Attn: Wildwood Holiday Craft Show**



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Table Locations & Fees

- To secure your table, a check or money order for the full fee must accompany your application.
- There are no elevators available in the facility; vendors must use stairs to get to the 2nd floor rooms and the Lower Level Craft Room.
- Vendors are only allowed one table space and not permitted to sublet their table space.
- Room assignments are made on first pay, first assigned basis.
- Vendors will be notified via email of their status in the show.
- There are no refunds for cancellations.
- One 30"x 72" table - 1st Floor or 2nd Floor - \$60 • One 30"x 72" table - Lower Level Craft Room - \$50

Set-Up

- Friday, November 30 from 12pm - 4pm OR Sunday, December 2 from 7am - 9:30am.
- Set up on Sunday morning is very congested; For an easier set up experience, please set up on Friday.
- Your table **must** be set up by **9:30am** on Sunday, December 2. **If the exhibitor has not arrived by 9:30am, your table will be removed - NO EXCEPTIONS.**
- Exhibitors are to provide a table covering to the floor in order to present an overall professional image.
- This is a table show only; all items must fit on the table. No extra wall space or floor space is available.
- Bring extension cords and power strips if your display requires electricity.
- **There is no elevator**; please bring assistance if you will need help with loading/unloading your vehicle, setting up/tearing down your display, or carrying your items in/out of the building.

Acceptable Merchandise

- First time show applicants must submit photos of the craft and/or merchandise they intend to sell along with the application.
- Crafts will be juried for quality and relevance to the show's holiday theme
- All crafts must be handmade/home baked. All vendors should please keep in mind that this is a holiday themed show. Vendors should be aware that preference is given to items of this nature (i.e. ornaments, holiday decorations, etc.).

Security

Exhibitors assume responsibility for the safety of their displays and merchandise against loss or damage while on the premises of the Wildwood Cultural Center. The building has an alarm system when vacant.

Taxes & Certifications

Vendors are responsible for any applicable taxes to the State of Ohio. If requested, we will provide the Ohio Department of Taxation with each vendor's name, contact information and Transient Vendor License number. For more information, contact your tax preparer or the Ohio Department of Taxation at www.tax.ohio.gov or 888-405-4039. The City of Mentor and/or Wildwood Cultural Center is not responsible for collecting sales tax.

If you have questions or need more information, please contact the Wildwood Cultural Center at 440-974-5735 or wintersteller@cityofmentor.com
Please retain for your records