



NAME: _____ TELEPHONE: _____

Doing Business As (if applicable): _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIPCODE: _____

E-MAIL: _____ +++++ _____

I prefer to communicate by: E-Mail Telephone

CRAFT/SERVICE CATEGORY: *Please check all categories that apply.*

- | | | | |
|---|--|---|--|
| <input type="checkbox"/> Antiques | <input type="checkbox"/> Dolls/Doll Clothes | <input type="checkbox"/> Jewelry | <input type="checkbox"/> Photographs |
| <input type="checkbox"/> Candles | <input type="checkbox"/> Food/Beverage Items | <input type="checkbox"/> Knitting/Crochet | <input type="checkbox"/> Sewn Items/Quilts |
| <input type="checkbox"/> Ceramics/Pottery | <input type="checkbox"/> Framed/Unframed Artwork | <input type="checkbox"/> Metalwork | <input type="checkbox"/> Stained Glass |
| <input type="checkbox"/> Clothing | <input type="checkbox"/> Garden/Lawn Items | <input type="checkbox"/> Paper Products | <input type="checkbox"/> Tapestry Goods |
| <input type="checkbox"/> Decorative Artwork | <input type="checkbox"/> Holiday Decorations | <input type="checkbox"/> Personal Care Products | <input type="checkbox"/> Woodworking |
| <input type="checkbox"/> Other Product/Services (please specify): _____ | | | |

EXHIBITION RESERVATION:

Highlands Bluegrass Festival (outdoor festival): September 10, 2017, 1-6 pm (Set-up begins at 10:30 a.m.)
(Great Lawn of Harmony Hall~Jacob Sloat House, 15 Liberty Rock Road, Sloatsburg, NY 10974)

Craft/Packaged Food Vendor: \$50 \$35 (Friends of Harmony Hall Member Crafters ONLY)

Food/Beverage/Corporate (per space): \$125 (All non-craft vendors and exhibitors)

Please sign and submit this application together with a check or money order by mail to:

Friends of Harmony Hall, PO Box 293, Sloatsburg, NY 10974.
 Contact Kathy Goldman at 845.661.3970 with questions or for more information.

By checking this box, I acknowledge that I have read the attached Contract for Exhibition Space and that I agree to the terms contained herein.

SIGNATURE: _____ DATE: _____

CONTRACT FOR EXHIBIT SPACE

(Please keep a copy for your records)

1. **EXHIBIT SITE AND TIME:** The Highlands Bluegrass Festival & Craft Fair (the “Festival”) is an outdoor festival to be held on Sunday, September 10, 2017, on the grounds of Harmony Hall ~ Jacob Sloat House at 15 Liberty Rock Road in Sloatsburg, NY. Friends of Harmony Hall ~ Jacob Sloat House (“FOHH”), the County of Rockland and the Town of Ramapo (together, the “Event Sponsors”) reserve the right to make changes in Festival hours; however, any such changes will be made known as far in advance as possible and the contracting individual/company/organization (hereafter referred to as the “Vendor”) will be notified accordingly.
2. **RENTAL DONATION:** The rental donation for one (1) 10’ x 10’ exhibit space for a Vendor offering craft items or packaged foods during the Festival is \$50 EXCEPT for active members of Friends of Harmony Hall ~ Jacob Sloat House, whose rental donation is \$35 for one (1) 10’ x 10’ exhibit space. The rental donation for all other Vendors, including those vending non-packaged food items, service providers and all other purveyors of products or services not specifically and already addressed in this paragraph shall be \$125 for one 10’ x 10’ space. Vendors must provide their own tent, tables and chairs. Space shall be provided to Vendors on a first come basis. The Event Sponsors cannot guarantee that all requests for exhibit space will be honored as space and vendor eligibility is limited.
3. **RENTAL DONATIONS MUST BE REMITTED WITH THIS APPLICATION:** Rental donations shall be paid by check or money order made payable to FRIENDS OF HARMONY HALL and forwarded together with the Vendor’s application form to Friends of Harmony Hall, P.O. Box 293, Sloatsburg, NY 10974. The application becomes a contract when signed by the Vendor and accepted by the Event Sponsors, as evidenced by a written or E-mail receipt acknowledging acceptance. No application should be deemed as approved until both the application and the appropriate rental donation have been received and acknowledged by the Event Sponsors. All rental donations will be deposited and considered non-refundable if the application is accepted or returned if the application is rejected. The only exception to this rule is any unforeseen change in the scheduled Festival date, where the change of date prohibits the Vendor from participating. In this case, FOHH shall return the rental donation to the Vendor. If a Vendor’s payment fails to clear or is not otherwise approved for payment by a bank, the Vendor’s contract with Event Sponsors will be considered null and void. PLEASE NOTE that the Festival is a RAIN or SHINE event and donations shall not be refunded in whole or in part should the Vendor fail to participate in the Festival due to bad weather or for any other reason.
4. **VENDOR REGISTRATION AND SET-UP:** Vendors are required to check-in with the Event Sponsors at a designated table at least one hour prior to the opening of the Festival, where the Vendor will receive information on the assigned exhibit space, which will be assigned on a first-come, first-serve basis or otherwise at the Event Sponsors’ discretion. Vendor check-in shall begin no earlier than 11 a.m. on the day of the Festival and all Vendors must be set-up by 12:45 p.m. The Vendor shall comply with any reasonable request with respect to the installation and conduct of their exhibit. After set-up, the Vendor’s vehicle(s) must be parked in the lot assigned by the Event Sponsors during registration. All Vendor vehicles that are otherwise parked will be subject to towing at the expense of the Vendor. Vendors with a valid handicapped license plate or an unexpired handicapped parking permit will be allowed to park on site in a designated handicap parking area only.
5. **VENDOR EXHIBIT REMOVAL:** All exhibits must be removed and spaces left clean by one (1) hour following the time that the Festival is closed to the public. The Vendor shall comply with any reasonable request with respect to disassembly of their exhibit.
6. **SPACE ASSIGNMENT:** An effort will be made to provide each Vendor with a space number prior to the date of the exhibition(s) but this does not release Vendors from checking-in at the registration table prior to set-up, where final space assignments will be confirmed or modified at the Event Sponsors’ discretion. The Event Sponsors reserve the right to determine the final arrangement of space.
7. **CRAFT ITEM SPECIFICATIONS:** The Event Sponsors reserve the right to have inappropriate, misrepresented or flea market-type items removed from the exhibit site(s). These events are intended to highlight handmade merchandise, personal services and/or products that are regionally-produced, although the Event Sponsors reserve the right to make exceptions or to deny any Vendor’s application for any purpose. No food items may be sold that are not pre-approved by the Event Sponsors. All Vendors selling copyrighted products are expected to possess trademark permission letters. If non-qualifying items or exhibitors are discovered during the event(s), the Vendor will be evicted forthwith without a refund of their rental donation. NOTE: Members of a cooperative craft group should indicate the name of the cooperative and the names of those who will be present. Food Vendors that are pre-approved by the Event Sponsors must obtain all licenses and permits required for the preparation and vending of food. Food Vendors whose applications are accepted are required to provide a copy of all appropriate certificates during registration.
8. **USE OF SPACE:** Vendors may not sublet, assign or apportion any part of the space allotted without the written permission of the Event Sponsors prior to registration. No Vendor will be permitted to display outside the confines of the space assigned, or to display or offer for sale any product or service that has not been included in this application and, therefore, not approved for display or sale by the Event Sponsors.

9. **CONTRACT FOR SPACE:** This Contract for Exhibit Space shall be considered a binding contract between the parties, and subject to the rules and regulations set forth by the Event Sponsors in this contract when it is submitted with full payment of rental fee and accepted in writing by the Event Sponsors. By submitting an application for exhibit space, the applicant releases the Event Sponsors from any and all liability to the Vendor, its agents, licensees, employees or customers that may arise or be assented to as a result of submission of an application or of participation as an exhibitor. The contracting Vendor and Event Sponsors agree that the purpose of the Festival is to allow Vendors to exhibit, and sell their crafts and services to the public who attend the event. Event Sponsors reserve the sole and absolute right to determine the eligibility of Vendor's product(s) for inclusion in the event. Further, participation/acceptance is based on an early return of this contract and the approval of a committee designated by the Event Sponsors based on quality and variety of products. Acceptance of an application does not imply endorsement by the Event Sponsors of the Vendor's product or service, nor does rejection imply any lack of merit of the same.
10. **CONDUCT:** Vendor's exhibit shall be presented in a manner that will not to be objectionable to other Vendors, the Event Sponsors or the public. The Event Sponsors reserve the right to close, remove or require changes in any exhibit, or to remove any of the Vendor's personnel, agents, representatives, independent contractors, invitees or guests who are deemed inappropriate or detrimental to the event, the Event Sponsors or the public. During the hours open to the public, the Vendor or its representative must occupy the assigned space. In the event of any restrictions to or eviction of the Vendor, the Event Sponsors are not liable for refund of the rental donation or any other expenses whatsoever.
11. **CARE OF PREMISES:** No part of the exhibit, and no signs or other materials may be pasted, nailed or otherwise affixed to surfaces in a manner that might mar or deface the premises. Damage for failure to observe this notice is payable by the Vendor. Exhibits must be set up so as not to interfere with public circulation and to provide a clear view of neighboring vendors. This limitation refers to, but is not necessarily limited to, height, width and safety of any exhibit booth, or any materials or landscaping that may be located within the area of the space rented.
12. **FIRE AND OTHER REGULATIONS:** The Vendor shall comply with all fire laws, electrical codes and all other rules, regulations, codes or statutes with respect to the installation, conduct and disassembly of one's exhibit. **NO SMOKING** or alcohol consumption is allowed on the premises prior, during or after the event.
13. **AVAILABLE SERVICES:** The Event Sponsors provide only the rented space. **VENDORS MUST SUPPLY ALL MATERIALS NEEDED, INCLUDING CHANGE OR ELECTRIC SERVICE.**
14. **SALES TAX COLLECTION:** The Event Sponsors assume no responsibility for the collection of federal, state, county or local sales taxes. Such collection is the responsibility and duty of the Vendor at the time of sale.
15. **LIABILITY:** The Event Sponsors shall not be liable for damage to or loss of the Vendor's property through theft, fire, accident or any other cause whatsoever, whether the result of negligence or otherwise. The Vendor hereby indemnifies the Event Sponsors against and holds them harmless from any complaints, suits or liabilities resulting from or in connection with the Vendor's display, product(s), personnel, vehicles, equipment or use of the rental space. The Vendor agrees not to make claims against the Event Sponsors, their employees or agents, except for breach of this contract.
16. **CERTIFICATE OF INSURANCE:** **The Vendor shall provide the Event Sponsors with a certificate of product liability insurance with minimum aggregate coverage in the amount of \$1,000,000.** The certificate of product liability insurance will not be accepted unless it is endorsed to include the "Town of Ramapo and the Friends of Harmony Hall ~ Jacob Sloat House" as additionally insured with regard to the Vendor's participation in the Highlands Bluegrass Festival.
17. **INABILITY TO PERFORM:** If the Event Sponsors shall be prevented from conducting the event by any cause beyond its control, or it cannot permit Vendor to occupy the space assigned due to circumstances beyond the Event Sponsor's control, there will be **NO** refund to the Vendor of the amount of the rental fee paid by the Vendor, and the Event Sponsors shall have no further obligation or liability to the Vendor.
18. **INTERPRETATION AND ENFORCEMENT:** These regulations become part of the contract between the Event Sponsors and the Vendor. The Event Sponsors have full power of interpretation and enforcement of these rules and may reasonably amend them at any time. Also, Vendor agrees to abide by all reasonable rules and regulations published from time to time. All matters not covered in these regulations are subject to the decision of the Event Sponsors and all decisions so made shall be binding on all parties affected by them as by the original regulations.

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