

The City of Brooklyn
Proudly Presents
Brooklyn Fall Fest

Held At:

Brooklyn City Hall Grounds

7727 Memphis Road/Brooklyn Ohio 44144 / Inside the Senior Center

Sat, Sept 30, 2017 from 12pm – 6pm

Exhibitor Agreement

Company Name _____ Contact Person _____
Please print as you wish company name to appear on handouts at this event

Address _____
Street City Zip

Phone () _____ a.m. _____ p.m.
Area Code Indicate best time(s) to be reached

E-Mail Address _____

Exhibitor Classification:

- Crafter
- Artist:

Describe work or products sold: _____
Every effort will be made to keep similar/same merchant products separate

No tables provided outside, inside one 8' table & 2 Chairs Provided:

Inside:

- Center Space, no access to electricity.....\$45.00
- Extra Table, Center or wall.....\$25.00
- Wall Space, access to electricity.....\$50.00
- Extra space, no table.....\$20.00

Outside:

- 10 x 10 booth space.....\$35.00
- 10 x 20 booth space.....\$60.00
- Subtotal:.....\$ _____
- *Enclosed is a photograph of my craft. (Required)
- Photos on file with Northcoast Promotions, Inc.
- Enclosed is a check or money order.

Signature _____
By signing this agreement, I agree to all of the terms and conditions stated on enclosed

Northcoast Promotions, Inc., their staff, agents, representatives, volunteers, the City of Brooklyn and their staff, agents, representatives and volunteers will not be held responsible for any lost, stolen or damaged property of exhibitors, their representatives, customers, or any other person and/or damage or injury to any person participating in this event for any reason.

Please make check or money order payable to:
Northcoast Promotions, Inc.
(A \$25 service charge will be added to checks returned for insufficient funds)

Mail payment to:
Northcoast Promotions, Inc.
P.O. Box 609401
Cleveland, Ohio 44109
northcoastpromo@hotmail.com
(216) 570-8201 office

2017 Brooklyn Fall Fest

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12pm – 6pm

EXHIBITOR TERMS & CONDITIONS/Retain for your records pages 2 & 3

1. Northcoast Promotions, Inc. (NPI) has been contracted to organize the crafters & artists at this show. No commercial or home party reps.
2. All exhibitor correspondence, written or verbal, must pass through Northcoast Promotions, Inc. in regards to this show. City employees of Brooklyn will refer you back to us with any questions you may have.
3. NPI representatives will be present before, during, and after this event all days. All communication in regards to the event while the event is underway should come through NPI.
4. **No refunds or show credits once an agreement is received and accepted.**

Payments

5. Payment is due when the contract is submitted. Prices found on page one of this agreement are in effect until Sept 15, 2017. After that date a \$10 late fee will apply to all contracts received after that date.
6. Agreements will be accepted until each area is sold out.

Set Up & Tear Down

7. Set up must be complete at least 15 minutes before the start of each event participating in.
8. Late arrivals may lose their space without refund.
9. Anyone arriving before 10:30 may park on the property behind the Senior Center.
10. Arrivals after 10:30 am may need to park at the Recreation Center or St Elias church & walk or trolley their product to the Senior Center. This is not easy to do, please arrive before 10:30 am.
11. Parking for Senior Center behind the Center.
12. Outdoor booths may unload on the property & move their vehicles to the Recreation Center across the street or to St Elias Church next door. Transportation will be provided to return you to the property. You may drive your vehicles back to the property to load after 6pm.
13. Any exhibitor found driving at unsafe speeds or reckless operation of their vehicles on Brooklyn property may be subject to fines imposed by the city police department and not invited back to this event.
14. On the evening of the end of your agreement, exhibitors must pack up and leave the space clean of litter.
15. **Any exhibitor who packs up early and leaves will not be invited back.**

Space Assignments

16. Exhibitor space will be determined according to (1) your medium and (2) the order in which contracts are received. To ensure diversity in this show, please be specific in the description of your craft. Every effort will be made to separate similar mediums.

2017 Brooklyn Fall Fest (cont.)

17. This is a **non-juried** show. All crafters and artists are welcome. We will, however, screen applications to ensure diversity. We will limit the number of booths in each category.
18. Spaces will be assigned ahead of time. Indoor Exhibitors will have one table & 2 chairs provided in their initial participation fees.
19. Outdoor exhibitors should bring outdoor tents, tables, chairs, props, etc to display properly.
20. **Exhibitors who enclose a self-addressed envelope with postage will receive a confirmation letter with their exact location, fliers, and a map to this event.** For those that do not enclose envelopes & postage, an e-mail or telephone call will be sent with the above information to you.
21. Once spaces are assigned, it is difficult to change location. Therefore, please be sure to indicate any special requests on the agreement (see enclosed agreement). All efforts will be made to accommodate your special requests.
22. Exhibitors are to remain within their space assignments. Please be considerate of your neighbors.
23. If extra room is needed for displays or racks, a second space may be required.

Electricity

24. Electricity will be available on a limited basis to indoor exhibitors only. The outlet may be located further down the wall from your space, please bring extension cords.
25. Electricity may be requested under “special requests”.
26. Only wall space may use an outlet. We will not allow cords to cross the floor to center spaces. **But, not all wall space will have access to electricity.**
27. It is the exhibitors’ responsibility to bring extension cords.
28. Exhibitors are expected to share & work together when more than one exhibitor is plugged into the same outlet.

Art & Crafts Displayed

29. We are looking for Fall Crafts for this event.
30. Any crafts displayed that have not received prior approval will be subject to the promoters’ and the City of Brooklyn discretion.
31. Exhibitors displaying items not approved before the show date may be asked to put them away, or be asked to leave without refund.
32. All crafts must be in good taste. These are family friendly events.
33. Artists & Crafters must submit photographs of their craft and or set up. Photographs may range in size from 3” x 5” to 8” x 10”. Photographs may also be submitted via e-mail to northcoastpromo@hotmail.com. If you are on file with Northcoast Promotions already, you do not need to re submit images of your work.
34. All submitted photographs of accepted exhibitors will be kept on file under your name for reference to future shows.
35. **Any agreements submitted without photos will be returned and not accepted.**

Food

36. Exhibitors may not sell food. Contact NPI for more details if you have questions.

Advertising

37. The City of Brooklyn is handling all advertising and publicity for this event.
38. This event will be advertised in a variety of media.