

Northcoast Promotions & Cleveland Jam
Proudly Presents
Cleveland Jam Block Party

Held At:
Cleveland Jam

1300Schaaf Road/Cleveland, Ohio 44109 / (Old Brooklyn Residential Neighborhood)

Friday Nights: July 28, August 25 & Sept 29, 2017 from 6pm- 9pm

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
- Local Business

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

Will need a tent, tables, chairs & props to display:

- Outside:
- 10 x 10 booth space.....\$30.00
- 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, Cleveland Jam 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

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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.
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 is in effect until one week of date requested to participate. After that date a \$10 late fee will apply to all contracts received after that date each month.
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. Set up begins at 4pm day of show.
10. Exhibitors may enter the property & unload their vehicles, then move them to the street in front of the property for the event.
11. On the evening of the end of your agreement, exhibitors must pack up and leave the space clean of litter.
12. **Any exhibitor who packs up early and leaves will not be invited back.**

Space Assignments

13. 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.
14. 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.
15. Local businesses are welcomed.
16. Spaces will be assigned as you arrive.
17. Outdoor exhibitors will to bring outdoor tents, tables, chairs, props, etc to display properly.

18. **Exhibitors who enclose a self-addressed envelope with postage will receive a confirmation letter and fliers.** For those that do not enclose envelopes & postage, an e-mail or telephone call will be sent with the above information to you.
19. Please be sure to indicate any special requests on the agreement (see enclosed agreement). All efforts will be made to accommodate your special requests.
20. Exhibitors are to remain within their space assignments. Please be considerate of your neighbors.
21. If extra room is needed for displays or racks, a second space may be required.

Electricity

22. Electricity is not available in this location.

Art & Crafts Displayed

23. We are looking for Fall Crafts for this event.
24. Any crafts displayed that have not received prior approval will be subject to the promoters' discretion.
25. Exhibitors displaying items not approved before the show date may be asked to put them away, or be asked to leave without refund.
26. All crafts must be in good taste. These are family friendly events.
27. 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.
28. All submitted photographs of accepted exhibitors will be kept on file under your name for reference to future shows.
29. **Any agreements submitted without photos will be returned and not accepted.**

Food

30. Cottage Industry foods are encouraged.
31. All exhibitors selling foods must follow Ohio Law on packaging & labeling.
32. The Health Department will be invited to inspect our food exhibitors each month
33. Contact NPI for more details if you have questions.

Advertising

34. This event will be advertised in a variety of media, including Social Media.
35. The week of the show for those participating that week, we will send you a facebook link to "like" and "share" the post to let your followers know you will be there that Friday night.

Participants

Artists, Crafters, Foods, Local Businesses, Live Music and a Food Truck.