

# The Brooklyn Chamber Of Commerce

Proudly Presents

## *Picnic in the Park*

*Held At:*

### Brooklyn City Hall Grounds

7727 Memphis Road/Brooklyn Ohio 44144 / Outside the Senior Center/City Hall

Sat, August 17, 2019 from 1pm – 6pm (May stay until 8:30pm)

### 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
- Commercial Exhibitor

Describe work or products sold: \_\_\_\_\_

*Every effort will be made to keep similar/ same merchant products separate*

#### Will need to bring Tent, Tables, Chairs, Props & Weights for Tent. No Access to Electric

Outside:

- 10 x 10 booth space.....\$50.00
- 10 x 20 booth space.....\$75.00
- 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](mailto:northcoastpromo@hotmail.com)  
(216) 570-8201 office

# 2019 Picnic in the Park

*Held At:*

7727 Memphis Road/Brooklyn Ohio 44144

Also inside the Senior Center

1pm – 6pm

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

1. Northcoast Promotions, Inc. (NPI) has been contracted to organize the crafters, artists & direct sales representatives for this show.
2. All exhibitor correspondence, written or verbal, must pass through Northcoast Promotions, Inc. in regards to this show. The City employees of Brooklyn & Chamber of Commerce 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 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 these agreements and are in effect until August 1, 2019. After that date a \$5 late fee will apply to all contracts received after that date.
6. Agreements will be accepted until sold out.

### **Set Up & Tear Down**

7. Set up must be complete at least 15 minutes before the start time.
8. Late arrivals may lose their space without refund.
9. Parking instructions will be sent to you via e-mail week of show.
10. Arrivals after 12:30 am may need to park at the Recreation Center or St Elias church & walk or trolley their product to the set up location. This is not easy to do, please arrive before 12:30 am.
11. 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 8pm.
12. 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.
13. On the evening of the end of your agreement, exhibitors must pack up and leave the space clean of litter.
14. **Any exhibitor who packs up early and leaves will not be invited back.**

### **Space Assignments**

15. 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.
16. This is a **non-juried** show. All crafters, artists & commercial exhibitors are welcome. We will, however, screen applications to ensure diversity. We will limit the number of booths in each category.
17. Spaces will be assigned as you arrive.
18. Outdoor exhibitors should bring outdoor tents, tables, chairs, props, etc to display properly.

## **2019 Picnic in the Park (cont.)**

19. **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.
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 not available outside.

### **Art & Crafts Displayed**

23. Any crafts displayed that have not received prior approval will be subject to the promoters' and the Chamber of Commerce discretion.
24. Exhibitors displaying items not approved before the show date may be asked to put them away, or be asked to leave without refund.
25. All crafts must be in good taste. These are family friendly events.
26. Artists & Crafters must submit via e-mail if applying on line, or send photographs of their craft and 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](mailto:northcoastpromo@hotmail.com). If you are on file with Northcoast Promotions already, you do not need to re submit images of your work.
27. All submitted photographs of accepted exhibitors will be kept on file under your name for reference to future shows.
28. **Any agreements submitted without photos will be returned and not accepted.**

### **Food**

29. Exhibitors selling food items using this agreement may sell cottage industry approved foods. Contact NPI for more details if you have questions.

### **Advertising**

30. The Brooklyn Chamber of Commerce is handling all advertising and publicity for this event.
31. This event will be advertised in a variety of media.