

**Brecksville Center for the Arts Proudly Presents**  
***Brecksville HeARTfelt Holidays***

*Held At:*

**Brecksville Community Center**

1 Community Drive/Brecksville Ohio 44141 / Inside using the entire building

Sat, November 9, 2019 from 10am – 4pm

**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/ 2 Chairs Provided:**

- 10' x 10' Center Space, no access to electricity.....\$75.00
- 10'x10' space with access to electricity.....\$85.00
- 6' table provided with 2 chairs/additional. Per table..\$10.00
- 5' table provided with 2 chairs/per table.....\$ 5.00

- Subtotal:.....\$\_\_\_\_\_
- \*Enclosed is a photograph of my work. (Required)
- Photos on file with Northcoast Promotions, Inc.
- Enclosed is a check or money order.
- Invoice me to pay on line

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 Brecksville Center for the Arts, City of Brecksville as well as the Brecksville Community Center and all of their staffs, 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 \$30 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 Brecksville HeARTfelt Holidays

*Held At:*

## Brecksville Community Center

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Sat, November 9, 2019 from 10am – 4pm

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

1. Northcoast Promotions, Inc. (NPI) has been contracted to organize the exhibitors 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 Brecksville 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 Sept 1, 2019. 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 this event.
8. Late arrivals may lose their space without refund.
9. Arrival times will be assigned based on your location within the facility.
10. If you miss your assigned time, you may need to wait until others have completed their unload times.
11. There will be a designated area for all exhibitors to park within the parking lot. Brecksville Police will be on hand to direct.
12. Any exhibitor found driving at unsafe speeds or reckless operation of their vehicles on Brecksville 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 **juried** show. All crafters and artists are welcome to apply. We will, however, screen applications to ensure diversity. We will limit the number of booths in each category.
17. Spaces will be assigned ahead of time. A confirmation letter of acceptance or denial will be sent to you. Jury process will be held once per month beginning in January and will continue each month until the event is sold out

## Brecksville HeArtfelt Holidays continued

18. **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.
19. 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.
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 will be available on a limited basis to exhibitors who have requested & paid using wall space. The outlet may be located further down the wall from your space, please bring extension cords.
23. Electricity may be requested under “special requests”.
24. 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.**
25. It is the exhibitors’ responsibility to bring extension cords.
26. Exhibitors are expected to share & work together when more than one exhibitor is plugged into the same outlet.

### Art & Crafts Displayed

27. We are looking for holiday/fall works for this event.
28. Any crafts displayed that have not received prior approval will be subject to the promoters’ and the Brecksville Center for the Arts discretion.
29. Exhibitors displaying items not approved before the show date may be asked to put them away, or be asked to leave without refund.
30. All work must be in good taste. These are family friendly events.
31. Artists & Exhibitors must submit photographs of their craft and set up for consideration. Photographs may be submitted to [northcoastpromo@hotmail.com](mailto:northcoastpromo@hotmail.com).
32. All submitted photographs of accepted exhibitors will be kept on file under your name for reference to future events & may be used for promotional purposes, with artist credit given.
33. **Any agreements submitted without photos will be returned and not accepted.**

### Food

34. We are accepting cottage industry foods as well as commercially licensed food trucks.

### Advertising

35. This event will be advertised in a variety of media.