



**Town of Ogden Parks and Recreation
Craft & Vendor Fair**



Saturday, March 3, 2018
10:00am-2:00pm
Ogden Community Center
\$30 per space (9' x 19')
No refunds or transfers.
Questions? (585) 617-6174

- Please see Terms and Conditions on reverse.
- Payment must be made via cash or check. Make checks payable to Town of Ogden.
- Mail registration forms to: Ogden Parks and Recreation, 269 Ogden Center Road, Spencerport, NY 14559.

(Choose One) I am a Crafter Business

Type of Product: _____

List of Items to be sold: _____

Participant Name: _____

Business Name: _____

Street Address: _____

City/State/Zip: _____

Telephone: _____ Email: _____ Website: _____

Payment via cash or check must accompany registration form:

(1) Space	\$30	\$ _____
(1) 8 foot table (optional)	\$10	\$ _____
TOTAL		\$ _____

Waiver/Refund/Picture/Terms & Conditions Policy must be read and signed before registration is accepted. I assume all risks and hazards incidental to the conduct of the above-mentioned program(s) and to hereby further release and hold harmless the Town of Ogden and Town of Ogden Parks and Recreation staff. I give permission to a licensed physician or hospital staff to administer emergency medical care deemed necessary for myself when normal permission is unavailable. I certify that I am in good physical health and have no limitations other than those I have listed, which may predispose me to risk during this program. I also fully realize that I must provide proper hospitalization. The Town of Ogden does not provide insurance coverage. **Refund Policy:** I understand that there are no refunds/transfers for this program. **Photo/Video Release:** I understand that photos may be taken of participants during the activity. These photos/videos will become the property of the Town of Ogden Parks and Recreation Department and may be used to promote the program and department. **Terms and Conditions:** By signing below I am agreeing to the Terms and Conditions on the reverse side.

Signature of Participant: _____ Date: _____

Terms and Conditions

1. Acceptance: Ogden Parks and Recreation reserves the right to decline any application for space if it deems such action to be in the best interest of the Sale.
2. Payment: The full payment is a non-refundable registration fee for the selected space and is due with the submission of this agreement. This fee will be used to cover advertising and other incidental costs associated with the production of this event.
3. Cancellation of space: Application fees are not refundable. Ogden Parks and Recreation is not liable if weather or other conditions prevent the Exhibitor from attending and fulfilling the contractual obligation as an Exhibitor. No refunds will be made for weather, accident, health or other causes for non-participation.
4. Indemnification: Exhibitor agrees to indemnify and hold harmless the Town of Ogden and Ogden Parks and Recreation from and against any loss, expense, claims, damages, causes of action, injuries, suits or damages, suits to person or property, including attorney's fees, arising out of or related to the operation of the Exhibitors at the Ogden Parks and Recreation Craft & Vendor Sale; including any incident related to other vendor participants, attendees and employees of the Town of Ogden.
5. Applications: Application forms also available at the Ogden Parks and Recreation Administrative Office or at www.ogdenny.com.
6. The Craft and Vendor Sale will take place at the Ogden Community Center. You may enter the building from the doors on the south or west side of the building. There will be "vendors" in the gymnasium.
7. Exhibitor Responsibility: Exhibitor will be fully responsible for any loss or damage to his or her property by theft, fire or casualty. Ogden Parks and Recreation expressly disclaims any responsibility for same. Exhibitors shall be responsible for any damage which may be incurred to the facilities as a result of or in connection with its operation. Each exhibitor is responsible for the conduct of his employees and/or representatives and activities must not detract from the image or welfare of the fair.
8. Sales: You are responsible for your own sales. Please remember to have plenty of change with you on that day. Concessions will be operated by Ogden Parks and Recreation. Food and Drink sales for immediate consumption will be prohibited by other vendors.
9. Exhibitor Spaces: Exhibitor spaces will be assigned. Placement, flow and competition will be taken into consideration to provide the best experience for fair attendees. If you have special space needs, please include your request with your application and we will make every effort to accommodate you. Spaces are reserved on a first-come first-served basis. Vendors must ensure that none of their display equipment extends beyond the space they have booked; this includes any rails, stands or additional equipment.
10. Setup/ Break Down: All Exhibitors must be set up and ready to sell by 9:45am the day of the Craft & Vendor Sale. Exhibitors may begin setting up at 8:30am the day of the Fair. Break down can start no sooner than 2:00pm on Saturday and must be completed by 3:00pm. No vendor is to close before the official closing time. Sellers are responsible for their selling spaces. *Before leaving, be sure your area is clean and trash-free.
11. Staffing: Exhibitor tables/ booths must be manned at all times and intact until show closes at 2pm. Ogden Parks and Recreation is not responsible for merchandise or display materials.
12. One Business per space: Only one (1) business per space; space may not be sublet or shared without prior approval of an authorized staff of Ogden Parks and Recreation.
13. Electricity: Electricity will be available as a first-come, first-served basis as electricity is not available at all areas. Extension cords are not permitted.
14. Tables & Chairs: Each Exhibitor may furnish his or her own chairs, tables, or stands. If you wish to rent tables, please note that on application (limited number available).
15. Internet/Wireless: Internet/Wireless hook up is not available in the gymnasium. You must provide your own hotspot if wireless accessibility are needed.
16. Advertising: For this event, we have taken advantage of both paid and free advertising. Some examples include mention in: our Winter/Spring Activities Guide, Town of Ogden website, Democrat and Chronicle, Craig's List, many online calendars, Suburban News, Gates Post, Spencerport Neighbors, Genesee Valley Pennysaver, as well as flyers and signs.
17. Other: In order to accommodate your shoppers, please park your vehicles in the last 2 rows of the parking lot after they have been unloaded. Light concessions will be sold at this event. We would like to remind you that food and beverage cannot be consumed in the gymnasium. The building can get cold from doors being opened, please dress appropriately. Please dispose of all trash in the dumpster at the East side of the building. Anything you do not sell will need to be taken home by you. If any trash is left by you in your spot or we see you putting trash anywhere besides the dumpster your participation in future Sales may be terminated and fines may be imposed.