

Date \_\_\_\_\_ Conf \_\_\_\_\_ Pd \_\_\_\_\_ Ins. \_\_\_\_\_ Size \_\_\_\_\_ T \_\_\_\_\_ E \_\_\_\_\_ # \_\_\_\_\_

**SEWARD CRAFTS ON THE SQUARE - APPLICATION**  
**JULY 4, 2023 - RAIN OR SHINE**  
**HAND CRAFTED and/or DESIGNED ITEMS ONLY**

\*\*\*\*\**Please fill out both pages of this form completely!!* Please PRINT all information \*\*\*\*\*

COMPANY NAME \_\_\_\_\_

VENDOR NAME \_\_\_\_\_

VENDOR ADDRESS \_\_\_\_\_

\_\_\_\_\_  
Please fill out your complete address - including city, state and zip code

**LICENSE PLATE NUMBER (include State)** \_\_\_\_\_

PHONE NUMBER (include area code) \_\_\_\_\_

**E-MAIL** \_\_\_\_\_

SALES TAX NUMBER \_\_\_\_\_

**You must charge and submit Nebraska Sales Tax (7.0%)**

TYPE OF MERCHANDISE \_\_\_\_\_

NUMBER OF SPACES \_\_\_\_\_ SIZE OF SPACE \_\_\_\_\_

Spaces available: 10 feet x 10 feet for \$90.00, each additional 10 x 10 feet - \$90.00

**IS YOUR INSURANCE CERTIFICATE **ENCLOSED???????** \_\_\_\_\_ YES \_\_\_\_\_ NO**

**Certificate should name Seward 4<sup>th</sup> of July Committee as additional insured**

**Add \$20 per vendor if no certificate available.**

DO YOU HAVE A TENT - YES NO (Please circle which one) SIZE \_\_\_\_\_

ELECTRICITY NEEDED - YES NO (Please circle which one)

Electricity is very limited - \$20.00 - Requires 100 ft. heavy-duty extension cord

LOCATION REQUEST \_\_\_\_\_

No Guarantees!

TOTAL AMOUNT ENCLOSED \_\_\_\_\_

Please make checks payable to: **Seward 4<sup>th</sup> of July Committee**

Send replies to: **Crafts on the Square**

**55 Main St.**

**Seward, NE 68434**

**DO NOT FORGET TO FILL OUT AND SIGN THE FORM ON THE 2<sup>nd</sup> page!!**

**NO space will be assigned until ALL needed information is received**

SEWARD COUNTY - VENDOR AGREEMENT

COMES NOW the following vendor, \_\_\_\_\_,

of \_\_\_\_\_, (address), and hereby acknowledges that he/she does understand that pursuant to the purchase/lease of lots on the Seward County Courthouse grounds on July 4, 2023 said vendor will abide by the following rules and regulations:

- 1. That no plastic, plywood, boards, cardboard boxes, or other damaging products shall be used/placed directly on the grass/grounds of the Seward County Courthouse square;
- 2. That only folding type chairs and tables are used on the lots and that any boxes be placed on tables or stored elsewhere rather than on the grass;
- 3. That care shall be used in securing booths/tables/stands on the lots so that underground sprinklers are not likely to be damaged;
- 4. **That stakes or any other objects are strictly prohibited from being driven into the ground;**
- 5. That the space rented/purchased shall be left in the same condition as said space was in upon arrival by the vendor..
- 6. That all display setup, and merchandise, will be securely anchored to avoid the possibility of falling.

Further, said vendor, \_\_\_\_\_, does hereby understand and agree that failure to abide by said rules and regulations for any lots purchased, regardless of who said lots are "resold" to, could result in said vendor being liable for damages caused the grass/grounds of Seward County.

In addition, said vendor, \_\_\_\_\_, does hereby release Seward County from any claims for damages to person or property while participating as a vendor on the Seward County Courthouse grounds, in the Seward "4<sup>th</sup> of July" celebration.

\_\_\_\_\_  
Vendor

\_\_\_\_\_  
Date



**Crafts on the Square**

**JULY 4, 2023 - OUTSIDE SHOW RAIN OR SHINE**

**Crafts on the Square will feature HAND CRAFTED and/or DESIGNED ITEMS ONLY!!!**

**Space Size and fees are:**

10 feet x 10 feet . . . . . \$90.00

Each additional 10 feet - \$90.00

**NOTICE:** You will receive an email if your application is accepted. Checks will be delivered to the committee treasurer on the following dates:

**April 14, 2023**

**May 12, 2023**

**June 30, 2023**

**Your check will be turned in to the treasurer on the date closest to when it was received.**

REMEMBER - You are paying for a specific sized booth – that does NOT mean you can go 10 feet wide and 30 feet back to the center of the lawn! Failure to abide by this will forfeit future participation in the July 4 event. Also, if it is determined your items are not handmade, you will receive an application for the Misc. Market in all future years. Overstock may be stored in the immediate (2 or 3 feet) area behind your rented space; however, this should not be a place where customers are allowed. This extended use of space has become an increasingly common practice and will be more closely monitored. Our goal is to make the show fair to ALL participating vendors.

\*\* You may request as many spaces as you need. If you are a returning vendor asking for more spaces than in previous years, please keep in mind you may be moved in order to accommodate your request for more space.

This is a “First come, First serve” show. Therefore, you are not guaranteed to be in the same space from year to year. We will try to accommodate same spaces from year to year, but reserve the right to place as we are able.

Electricity (very limited).....\$20. It is available on the outside of the Square only. You MUST provide your own heavy-duty extension cord.

**PLEASE NOTE: Insurance is REQUIRED for the 2023 Craft Show. Insurance will be provided by the Committee for \$20 per vendor. Vendors that supply a “Certificate of Insurance” will not be charged the additional fee. Your application is NOT accepted until we receive either payment, or your certificate. We are a 1<sup>st</sup> come, 1<sup>st</sup> serve show. If your certificate arrives a lengthy time after your application is received – that is the date we count as actually receiving your application. This could possibly cause your space to be different than in the previous year’s show. We will NOT make exceptions to this!! Thank you.**

**PLEASE READ ALL THE GUIDELINES!**

1. **This is a First Come First Served Show!** Spaces will be assigned based on the date the application is received! **This is for completed applications. Applications not containing all information will be considered “received” on the date we receive ALL information requested.**
2. You may request a special area or to be next to someone. Your location request is also on a first come first served basis. IF you request a previous location, PLEASE provide us information on where your space was on the square. **This will be extremely helpful!**
3. Please complete **BOTH PAGES** of the application and mail it with payment as soon as possible.  
  
**Make checks payable to Seward 4<sup>th</sup> of July Committee.** All fees are donated to help defray the costs of the July 4<sup>th</sup> Celebration. If you have to cancel for some reason, we are sorry, but there is NO REFUND!  
  
*Applications that are not filled out completely will NOT be assigned a space until needed information is received. This includes, but is NOT limited to: insurance provider, license plate numbers, sales tax number and type of merchandise sold.* Vendors will not be allowed in the show if their checks are returned and the payment is not resolved.
4. Vendors WITH insurance **MUST SUPPLY a certificate of coverage** at the time of application. **Those vendors without insurance will be charged an additional \$20 per vendor. If your Insurance certificate is coming from your agent, a company, etc. – your application is not accepted until this has been received. Remember, we are a first come, first serve show, so a delay in receiving this information may affect your booth placement.**
5. Confirmation of acceptance will be sent to all vendors with an approved application. This confirmation will only be sent via email. You do not need to enclose a self addressed envelope for confirmation unless you do not have an email address listed on your application.
6. Anyone in the show this year is automatically on the **EMAIL LIST** for next year. If we do not hear from you this year, you will be removed from the list in 2023.
7. You must charge **(7.5%)** sales tax and submit it to the Nebraska Department of Revenue.
8. Crafters who are accepted in the show will receive an email approximately two weeks prior to the 4<sup>th</sup> of July. This letter will include a list of guidelines, a map with your booth number and the approximate location of your booth.
9. Set up time is from 5:30 AM to 8:30 AM. **NOTICE: Anyone arriving AFTER 8:30 am will NOT be allowed to park on the street to unload.** They will have to find a parking space and unload from there. There is no official take down time. Due to the extreme temperatures that may be encountered on the 4<sup>th</sup>, we do not feel that we should ask you to stay until a specified time. The parade starts at 4:00 PM and it does pass the craft show area.
10. All vendors MUST supply their own tables, chairs or display stands. We ask that **ABSOLUTELY NO PLYWOOD, SHEETS OF PLASTIC OR CARDBOARD BE LAID ON THE GRASS! YOU CANNOT PUT STAKES** in the ground due to underground sprinklers.
11. Vendors are responsible for their own merchandise at all times and are responsible for cleaning up their areas, including zip ties, after take down.
12. We reserve the right to NOT ask anyone back next year for rude or discourteous behavior.

We want to thank you for considering our show. If you have any questions, please contact us.

I, \_\_\_\_\_ agree to abide by all rules and regulations for the July 4, 2023 Crafts on the Square as contained on the application and this information letter.

Date: \_\_\_\_\_

Alan & Culleen Bauer  
55 Main St.  
Seward, NE 68434

Phone: 402-803-4409

Email: [sewardjuly4show@gmail.com](mailto:sewardjuly4show@gmail.com)