

VENDOR GUIDELINES

The Seward July 4 Crafts on the Square show and the Miscellaneous Market Show are outdoor events which are held RAIN OR SHINE. There are no cancellations/refunds due to inclement weather. Vendors must provide their own tents and display items. Care should be given in securing booths/tables/stands, etc - making sure to avoid damaging underground sprinklers and to prevent the possibility of falling.

If your booth is located on the grass - we ask that absolutely NO plywood, sheets of plastic or cardboard be laid on the grass. Stakes, or any other objects, are strictly prohibited from being driven into the ground due to underground sprinklers.

Space size and fees are:

Booth spaces are 10 x 10 feet. You may reserve as many as you like.

Applications received by March 31.....\$90 each space

Apps received after March 31.....\$95 each space All applications/payments must be returned via the USPS. NO online applications/payments will be accepted.

Vendors from either show in the previous year will be guaranteed their same space from the previous year AS LONG AS COMPLETED APPLICATION/PAYMENT ARE RECEIVED BY MARCH 31. After March 31, vendors are welcome to apply, but same booth location is NOT guaranteed. Spaces after March 31 will be filled on a first come – first assigned basis. There are NO exceptions to this – regardless if “you’ve had the same space for years”. The “same space” issue is

not guaranteed if you are requesting more space than you had in the previous year.

If you are requesting to be located in a different area, but are paying by March 31, please list this on your application and we will do our best to accommodate said request. Again, no guarantees!

There is no electricity to vendors in the Misc. Market area, and electricity is in short supply in the Craft Show.

Checks/money orders will be given to the committee treasurer on the following dates:

May 5.....June 5.....July 5.....your payment will be delivered on the date closest to the date we received your completed application.

There are NO refunds given once we have received your application/payment.

Remember, you are paying for a specific sized booth. Overstock may be stored in the immediate 2 feet behind your rented space; however, this should NOT be a place where customers are allowed. Vendors not in compliance with this 2 feet rule will be asked 1 time to move merchandise. If vendor does not comply after the 1st request, vendor will be charged an additional \$10 per foot of space used. This fee will need to be paid before vendor is allowed to participate in future shows.

No applications will be approved without the return of ALL dated/signed contract and Vendor Guidelines signature pages (ONLY signature page of the Vendor Guidelines need to be returned). Applications will be considered “received” on the date we receive all completed pages/payment. Vendor applications

without all necessary info/payment will not be considered accepted until the date missing information/payment are received.

An email of confirmation will be sent to vendors once a completed application has been received. Please do not send a self addressed envelope to receive confirmation. Confirmation is only sent via email.

Payment checks/money orders should be made payable to: Seward 4th of July Committee. All fees are donated to help defray the costs of the July 4th Celebrations. Reminder: NO REFUNDS.

Insurance is the COMPLETE responsibility of vendor. The Seward July 4th committee does not provide insurance. Committee has provided insurance in the past, but this is no longer an option. Vendor is 100% responsible for loss of ANY type. This includes, but is not limited to: injury to persons, theft, loss due to weather, liability of products sold by vendor and property loss/damage.

Vendors are responsible for cleaning their booth at the end of the show. This includes trash, zip ties, etc. There are several large dumpsters around the square and on the street North of the Courthouse. No trash is to be left on the ground next to the small trash cans.

The Seward July 4th Craft Show and the Misc. Market are family friendly events. No weapons, drugs or political merchandise permitted. NO EXCEPTIONS!!!

We do not permit the sale of cannabis and related items – including, but not limited to pipes and CBD. We do NOT permit the display of cannabis related imagery or merchandise or imagery supporting

politics and political candidates of either party. Vendors displaying any of these items will be asked to leave with no refund eligible.

No commercial or direct sales businesses permitted in the Crafts on the Square area. This area is for vendors of handmade items only. Commercial/direct sales businesses are to be located in the Misc. Market. We do not permit non-associated events to be advertised at the Crafts on the Square or the Misc. Market.

NO PETITIONS OR POLITICS!!

Do not bring merchandise that does not fit within our vendor guidelines. Vendors who violate the guidelines will be asked to leave our event without a refund. Seward July 4th committee reserves the right to restrict sales of any item at staff's discretion.

Vendors are responsible for collecting and remitting to the state of Nebraska sales tax at the rate of 7.5%. For those without a tax number, forms for this purpose will be available at check in. It is the responsibility of the vendor to request this form at that time.

Set up time is from 5:30 am to 8:30 am. If there is no representative at the check in booth (located on the street east of the Courthouse), please use the highlighter to mark yourself on the chart as "here". Thank you. Representatives will be available on a limited basis to assist you in finding your booth space. We ask that all vendors check in before setting up, as occasionally booth space changes occur after the placement map has been emailed to vendors.

Vendors who are accepted into the show will receive an email approximately two weeks prior to the July 4th events. This email will include set up information, map and booth numbers and parking instructions.

We reserve the right to NOT ask anyone back next year for rude or discourteous behavior.

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

Alan & Culleen Bauer Phone: 402-803-4409
55 Main St
Seward, NE 68434

Email: sewardjuly4show@gmail.com

VENDOR GUIDELINES SIGNATURE PAGE – TO BE RETURNED WITH
CONTRACT

I, _____ agree to abide by all rules and regulations
for the Seward July 4 Crafts on the Square or the Seward Miscellaneous Market as
contained in the respective application and Vendor Guidelines.

Signature:

Date: _____