

CRAFTS ON THE SQUARE
Theme: It Is All About the Family
JULY 4, 2010 - OUTSIDE SHOW RAIN OR SHINE

Crafts on the Square will feature **HAND CRAFTED ITEMS ONLY!**

Space Size and fees are:

8 feet x 8 feet.	\$60.00	Each additional 8 feet -	\$60.00
10 feet x 10 feet	\$70.00	Each additional 10 feet -	\$70.00

REMEMBER - You are paying for a specific sized booth - that does NOT mean you can go 8 or 10 feet wide and 30 feet back to the center of the lawn – UNLESS you have paid additional money to do so!!! 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 NO more than 2 booth spaces.

** Face painting is \$20.00 per face painter.

Electricity (very limited). . . \$20.00 It is available on the outside area of the Square only.
You **MUST** provide your own heavy-duty extension cord.

PLEASE NOTE: Insurance is REQUIRED for the 2010 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.

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! **All applications are mailed on approximately March 15, 2010 – spaces fill quickly.**
2. You may request a special area or be next to someone. Your location request is also on a first come first served basis. There is only a limited number of each sized space. For example if you had an 8 or 16 foot space last year and request a 10 or 20 foot space this year; it most likely will NOT be possible for you to get the same location as last year. We will do our best to honor your request, but we make no promises.

IF you request a previous location, PLEASE provide us information on where your space was on the square.

If you **MUST** have the exact same location as last year, please make a note on your application. If we are unable to fulfill your request, we will notify you immediately that you did not make the show and your check will be returned.

3. Please complete **BOTH SIDES** of the application and mail it with payment as soon as possible. **Make checks payable to Seward 4th of July Committee.** All fees are donated to help defray the costs of the July 4th Celebration. If you have to cancel for some reason, we will refund your

money up until **June 16, 2010**. Applications that are not filled out on both sides will **NOT** be accepted and will be returned to the vendor. Checks that are returned to us for any reason will be returned to the vendor along with their application and the vendor will not be allowed in the show.

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.**
5. If you wish to receive **CONFIRMATION** that you are in the show, please send a self-addressed stamped envelope.
6. It may take 2 to 8 weeks for payment checks to clear the bank and confirmations to be returned.
7. Anyone in the show this year is automatically on the **MAILING LIST** for next year. If we do not hear from you this year, you will be removed from the list in 2011.
8. You must charge (6.5%) sales tax and submit it to the Nebraska Department of Revenue.
9. Crafters who are accepted in the show will receive a letter approximately two weeks prior to the 4th of July. This letter will include a list of guidelines, a map with your booth number and the approximate location of your booth.
10. Vendors offering face painting must note this on their application so space can be assigned accordingly. All face painting vendors will be set up on Seward Street and must be off the street by **3:00 PM** in preparation for the parade.
11. There will again be booths located on the brick street on the east side of the square. If you are interested in one of these locations, please note on your application.
12. Set up time is from 5:30 AM to 9:00 AM. There is no official take down time. Due to the extreme temperatures that may be encountered on the 4th, 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.
13. 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 the underground sprinklers. We suggest bringing an extra table to put surplus merchandise on to keep it off the ground.
14. Vendors are responsible for their own merchandise at all times and are responsible for cleaning up their areas after take down.
15. 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. We work outside our home; however, we do have an answering machine at the number listed below. Please feel free to leave a message and we will get back with you as soon as possible.

Steve and Sharon Hambek
775 Cory Drive
Seward, NE 68434

Home Phone – 402-643-6018
E-mail: stevesharon_80@yahoo.com

Date _____ Conf _____ Pd _____ Ins. _____ Size _____ T _____ E _____ # _____

SEWARD CRAFTS ON THE SQUARE - APPLICATION
JULY 4, 2010 - *RAIN OR SHINE*
HAND CRAFTED ITEMS ONLY

******Please fill out both sides 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 (6.5%)

TYPE OF MERCHANDISE _____

NUMBER OF SPACES _____ SIZE OF SPACE _____

Spaces available: 8 feet x 8 feet for \$60.00, each additional 8 x 8 feet - \$60.00
10 feet x 10 feet for \$70.00, each additional 10 x 10 feet - \$70.00

INSURANCE CERTIFICATE ____ YES ____ NO **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 4th of July Committee**

For CONFIRMATION: Please send a self addressed stamped envelope.

Send replies to: **Crafts on the Square**
775 Cory Drive
Seward, NE 68434

DO NOT FORGET TO FILL OUT AND SIGN THE FORM ON THE OTHER SIDE!!

We will return applications that are not filled out on both sides!

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, 2010 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.

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 4th of July celebration.

Vendor Date