

**EXHIBITOR CONTRACT**  
**2012 ROUND LAKE ARTS & CRAFTS FESTIVAL**  
**Saturday, August 18<sup>th</sup> and Sunday August 19, 2012**

This Contract is between the Woman's Round Lake Improvement Society, referred here after as ("WRLIS"),  
With an address of P.O. Box 665, Round Lake, New York 12151, and telephone number of (518) 899-2285

("WRLIS"), and \_\_\_\_\_, (your name) and address of

\_\_\_\_\_.

1.WRLIS agrees to provide (rent) space for exhibitor to operate a booth in connection with, and as a participant in the 2012 Round Lake Arts & Crafts Festival ("Festival"). The space provided shall be approximately 15 X 15 ft. The **returning 2011** exhibitor shall pay a fee of \$100 for the 2 days, if payment in full, **with signed contract is post marked by April 1<sup>st</sup>, 2012. After April 1<sup>st</sup>** all exhibitors (returning 2011 and new exhibitors) shall pay \$125.for the 2 days. **After July 1<sup>st</sup>** all exhibitors will pay an additional \$25 to fee schedule as a late fee. Fees are strictly **NON-REFUNDABLE**.

2.Exhibitor's application must include:

- This Contract, signed by the exhibitor;
- Full payment made payable to: WRLIS
- 2 photos of your work that will be offering for sale at the Festival.
- 1 photo of your outdoor booth display
- 2 legal size SASE

3. Exhibitor agrees that any items deemed by WRLIS as objectionable will be removed from display by the exhibitor immediately.

4. Set-up must be complete no later than 8:30am on Saturday, August 18<sup>th</sup>. If this is not done, or if other arrangements so special arrangements have not been made in writing, the rental fee shall be forfeited and the space may be rented to another exhibitor. The contact number for scheduling issues is (518) 899-3257. If problems arise during Festival hours, please contact WRLIS at (518) 857-5950.

5. After unloading, all exhibitor vehicles (including vehicles of exhibitors' associates and/or employees) shall be moved to a designated area identified by WRLIS.

6. Exhibitors are responsible for the collection of sales tax. Exhibitors must have posted their sales tax certificate in a visible place in their booth at all times during show hours. Exhibitors shall comply with all applicable laws.

7. Exhibitors shall maintain his or hers exhibits until 5 pm on Saturday and 4 pm on Sunday. Take down will not be allowed or begin prior to 4 pm on Sunday. Exhibitor shall vacate space rented by 7pm on Sunday unless other arrangements have been made with WRLIS. WRLIS may give permission to close early in the event of inclement weather.

8. At the conclusion of the show, exhibitor shall remove all trash and debris including, but not limited to, paper, cartons, containers, packing materials and electric ties.

9. All booth assignments are within the discretion of WRLIS. Exhibitors may not switch booth assignments.

\_\_\_\_\_  
(Exhibitor) Signed: \_\_\_\_/\_\_\_\_/2012

\_\_\_\_\_  
Signed: \_\_\_\_/\_\_\_\_/2012  
WRLIS: By: Mary Jo Lanahan, President

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**Saturday August 18<sup>th</sup> and Sunday August 19<sup>th</sup>, 2012**

PLEASE PRINT

Exhibitor Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone :( ) \_\_\_\_\_ E-Mail: \_\_\_\_\_

**SPACE FEE SCHEDULE**

RETURNING 2011 EXHIBITORS POSTMARKED CONTRACTS BY APRIL 1, 2012

(Please Circle) 15 X 15 SPACE \$100. 25 X 15 SPACE \$150.

ALL EXHIBITORS POSTMARKED CONTRACTS BY JULY 1, 2012

(Please Circle) 15 X 15 SPACE \$125. 25 X 15 SPACE \$175.

ALL EXHIBITORS POSTMARKED CONTRACTS AFTER JULY 2, 2012

(Please Circle) 15 X 15 SPACE \$150. 25 X 15 SPACE \$200.

**Checks made payable to: WRLIS.** Any funds deemed uncollectible will be charged a additional fee of \$35. All fees must be paid in full prior to exhibitor setting up for the Festival.

**Jury Process & Acceptance** Committee meets 3<sup>rd</sup> Tuesday of each month. Your cashed check is confirmation of acceptance. Show instructions will be mailed approx. 30 days prior to Festival with space assignments.

**Set-up:** for Festival begins at Noon until 7pm on Friday August 17, 2012. Saturday August 17, 2012 6:30am. All set-ups must be complete by 8:30 am on Saturday. Please remember this is a FREE admission. Festival customers may show up earlier than 9am to shop.

All exhibitors must register at the information booth prior to setting up.

**Check List:**

- \_\_\_\_\_ Signed contract pages 1 & 2
- \_\_\_\_\_ 2 pictures of your work and 1 picture of your outdoor display
- \_\_\_\_\_ 2 legal size SASE
- \_\_\_\_\_ Full payment from above fee schedule included

**Mail to:** WRLIS P.O. Box 665, Round Lake, NY 12151