



March 20, 2015

**Dear Non-Profit,**

Sheffield Village and *TrueNorth Cultural Arts* are excited to announce the **8<sup>th</sup> Annual Sheffield Village Family ArtsFest 2015**. A widely popular end to the summer / start of the fall tradition, **ArtsFest – 2015** will be held Saturday, August 22<sup>nd</sup>. Our Festival features fine arts shopping & browsing, family activities, fun, food and all-day entertainment. *As a professionally recognized non-profit, we invite you to be a booth participant during this “always” well-attended community celebration.*

**When & Where**

- ✎ 8<sup>th</sup> Annual Sheffield Village Family ArtsFest 2015 Saturday, August 22<sup>nd</sup> from 9:00am – 4:00pm at the French Creek Nature & Arts Center, 4530 Colorado Avenue in Sheffield Village OH.

**Registration Specifics**

- ✎ Booth registration includes: 10’ x 10’ space to display information and/or sell your wares; Signage marketing your booth’s name; Listing on TNCA and Avon Lake websites; Inclusion in our Lorain & Western Cuyahoga County marketing efforts and **ArtsFest – 2015** fliers.
- ✎ Booth set-up **opens at 7:00am and should be set up by 8:30am**. Festival begins at 9:00am and ends at 4:00pm. Registration is located at the turn around drive at French Creek Nature & Arts Center. There will be a registration table and volunteers willing and able to assist.
- ✎ At check-in you will be shown your booth location, receive a map of the grounds, and an exhibitor’s lot parking pass. **Note: Tables, chairs and tents are not provided.**

**Booth Registration Fees**

Regular Registration		\$25.00 - free with 501(3) (c) documentation
Late Registration	After August 1	\$30.00
* Booth Electricity	Optional	\$25.00

Please make checks payable to: **TrueNorth Cultural Arts** – please send to TrueNorth at French Creek 4530 Colorado Avenue, Sheffield Village OH 44054. **Questions?** Contact TrueNorth Cultural Arts, Rick Fortney, Festival Producer/Manager at 440.949.5200 x229 or contact him via email: [rfortney@metroparks.cc](mailto:rfortney@metroparks.cc)

**We truly look forward to celebrating 7<sup>th</sup> Annual Sheffield Village Family ArtsFest 2014 with you!**

**8<sup>th</sup> Annual Sheffield Village Family ArtsFest 2015**  
**NON-PROFIT - Registration Form**

**INFORMATION**

Non-Profit First & Last Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Non-Profit Business Name (for printed booth sign): \_\_\_\_\_

Business Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**BOOTH RESERVATIONS**

10' x 10' Booth \_\_\_\_\_

Total # of Booths: \_\_\_\_\_ Total \$ \_\_\_\_\_

Electricity: \$25.00 per booth \_\_\_ YES \_\_\_ NO

Total # of Booths: \_\_\_\_\_ Total \$ \_\_\_\_\_

Total Amount Due: \$ \_\_\_\_\_

**Payment Method:** Payment by check (made payable to *TrueNorth Cultural Arts*) is due in full with a completed application. Check(s) will **not** be processed until application has been accepted. Applicants who have **not** been accepted will have their check(s) returned.

**Product Sold:** On a separate sheet of paper, attached to the application form, please list the items that you will be displaying and/or selling. Please include a price range. No need to list each individual item.

**Acceptance into 8<sup>th</sup> Annual Sheffield Village Family ArtsFest 2015**

**Specifications, Requirements, Application and Contract:**

If accepted, I/we the undersigned have read this application, Festival specifications and requirements (listed in the application packet), and agree to abide in full to the rules and regulations stated in this agreement. I/we further agree that if accepted, I/we are responsible for the entire booth fee, and any additional charges, even if I/we cancel out of the Festival.

I/we, the undersigned non-profit and my/our agent(s)/designee(s) do expressly release *TrueNorth Cultural Arts*, their agent(s), producer(s), management, employee(s) and owners of the Festival sites of and from any liability due to damage, personal injury or loss of personal property or merchandise with regard to the licensing and occupation of the exhibit space by the applicant(s), and further, I/we agree to hold and save *TrueNorth Cultural Arts*, their agent(s), producer(s), management, employee(s) and owners of the Festival sites harmless of any loss or damage to site property or person(s). Non-profit agrees that this is not a lease but only allows the exhibitor to use the space provided for the duration of the Festival. If this licensing application is accepted, I/we give permission to use my/our name(s) and/or company name, slides submitted, and any photographs or videotape taken at the Festival of me or my/our items for the purposes of *TrueNorth Cultural Arts* marketing and promotion. Organizers of *TrueNorth Cultural Arts* reserve the right to accept or reject any non-profit at their sole discretion. Exhibit space that I/we have paid for but not occupied by the start of Festival hours (Aug 22, 2015 / 9:00am – 4:00pm) will forfeit my/our exhibit space. I/we understand the unoccupied space will be filled with a 'wait list' non-profit. This is a violation of the contract and

late or non-showing non-profit will be held responsible for all booth fees and charges, and may be canceled from future shows at the discretion of Festival management.

I understand that if my check is returned for non-sufficient funds (NSF) I will be assessed a \$36.00 return service fee. I/we also understand that if I/we display items in my/our booth that were not included and approved when this application was submitted and approved, I/we will be required to remove the items from the booth and/or face expulsion from the Festival. At their discretion, Festival management may change the opening or closing hours of the Festival. If this should happen, as much notice as possible will be given to non-profits.

A non-profit may not display or sell another vendor's merchandise. Unless approved by Festival management, non-profits **cannot** share their space with another non-profit. Booths must be staffed during all event hours. **TrueNorth Cultural Arts** reserves the right to have offenders of any of the above mentioned specifications, requirements and/or this application contract, removed from the Festival without refund.

If, for any reason, **TrueNorth Cultural Arts** cancel the Festival before the Festival date, a full refund of booth and extra fees paid by the applicant will be refunded to the applicant with no further financial obligation or penalty from the Festival management.

Vendor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved: \_\_\_\_\_ Not approved: \_\_\_\_\_ Reason: \_\_\_\_\_

**TrueNorth Cultural Arts** Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Have you included the following with your application?**

- Fully completed, signed, dated application
- Sample inventory list of the items you will be displaying and/or selling
- Check for payment in full (made payable to *TrueNorth Cultural Arts*)

**Please mail your completed application with payment to:**

TrueNorth Cultural Arts  
4530 Colorado Avenue  
Sheffield Village OH 44054

Tax ID Information Contact:  
TrueNorth Cultural Arts  
440.949.5200

THANK YOU!

## **8<sup>th</sup> Annual Sheffield Village Family ArtsFest 2015**

### **NON-PROFIT - Terms & Conditions**

**Booth set-up and teardown:** On the August 22<sup>nd</sup> non-profit set-up opens at 7:00am and should be set up by 8:30am. (Festival begins at 9:00am.) Exhibitor teardown is at 4:00pm.

**Merchants:** Festival management will select non-profits based on completed application submissions. It is the goal of the selection process to ensure an interesting variety of exhibits and merchandise being displayed and sold. Exhibitor can display or sell only merchandise listed on their application. At their discretion, Festival management may require that an individual exhibitor modify their display and selection of merchandise to comply with their application information.

**Insurance:** Festival management recommends that each exhibitor carry Comprehensive General Liability Insurance at their own expense. Any exhibitor selling food items or providing activities for children must have current liability insurance.

**Exhibitor Parking:** Exhibitors must park in an assigned parking area. For purposes of loading and unloading exhibitor materials, vehicles will be permitted to temporarily park near booth locations, but only for a short time during booth set-ups and tear-downs. Violators will be towed at the owner's expense. It is **not** permitted to park your vehicle or trailer next to your booth. ***Your vehicle must be parked in the exhibitor parking area 30 minutes prior to the opening of the Festival.***

**Exhibitor Behavior:** An exhibitor's display cannot interfere with adjacent exhibitors; extend into aisle ways, or beyond an assigned booth space. Radios, televisions, and public address systems are **not** permitted. Cat-calling, calling out to customers, or unwanted intrusions into customer activities are **not** permitted. Alcohol, smoking, and pets (in or near your booth) are **not** permitted.

**Booth Staffing:** Exhibitor booths must be staffed and "open for business" during all event hours.

**Food & Beverage Sales:** Food & Beverage vendors have the exclusive right to sell their items and distribute samples. Food and/or Beverages may **not** be sold or distributed by other exhibitors.

**Theft/Damage:** Festival management, sponsors, and facility owners will **not** assume any responsibility for damages, theft of booth, or merchandise.

**Rubbish & Trash:** As needed, bulk rubbish and trash must be taken to designated trash areas before, during, and after the Festival. Please keep your booth clean and uncluttered. Do **not** use public waste containers. They are provided for customer use only.

**Extension Cords:** Only booths assigned for electrical use may use extension cords. (There is an additional \$25.00 "per booth" charge for an electricity hook-up during the Festival.) All electrical extension cords and electrical plugs must be the 3-wire, heavy-duty type, and UL approved.

**Codes:** Exhibitors & all booth materials must conform to all local fire regulations. Electrical power may be limited to certain wattage in each booth if outage problems occur.

**Subletting of Space:** Non-profits may **not** sublet any portion of their space to another non-profit. Non-profits may **not** display or sell other non-profit's merchandise without the approval of Festival management. Non-profits may **not** submit an application on behalf of another non-profit or submit an application under an assumed name.

**Hold Harmless:** *TrueNorth Cultural Arts* their agents/designees, festival sponsors, and property owners will **not** be held liable for refunds or any other liabilities whatsoever for failure to fulfill this contract due to fire, calamity, "Act of God," public enemies, strikes, statutes, ordinances, legal authority, or any other act beyond the control of *TrueNorth Cultural Arts* or the facility sites which makes it impossible or impractical to hold the Festival.

**Jurisdiction:** This contract shall be deemed to have been made in the State of Ohio, County of Lorain, and shall be interpreted in accordance with the laws of such state and county. In the event that legal action is required to enforce this contract, or any of the terms thereof, such action shall be brought in the Courts/ Lorain County, Ohio. The exhibitor expressly consents to the jurisdiction of such courts and location. The parties agree to accept service of process in such action by ordinary mail sent to their business addresses as set forth in this contract. These specifications and requirements, application, and the acceptance letter issued in response to exhibitor's application represent the entire agreement between *TrueNorth Cultural Arts* (Festival organizers) and the exhibitor.