



# VENDOR FORM WOMEN'S EXPO

**May 14-15, 2021**

Friday, May 14<sup>th</sup> from 4 pm - 9 pm  
Saturday, May 15<sup>th</sup> from 9am - 4pm

Vendor's Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

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

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

Cell Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Detailed description of your product(s): \_\_\_\_\_

**Booth Fee includes one 8' table and two chairs**

Please select booth size below:

\_\_\_\_\_ 10' x 10' = \$100.00

\_\_\_\_\_ 20' x 10' = \$140.00

\_\_\_\_\_ 20' x 20' = \$160.00

Additional items:

\_\_\_\_\_ Electric in Booth = \$25.00

\_\_\_\_\_ Additional Table = \$10.00

\_\_\_\_\_ Additional Chair = \$2.00

We are having a **Bridal Show** the following weekend on **Sunday, May 23<sup>rd</sup>**. If you would like to do **both shows** price would be: **10 x 10 for \$175.00, 20 x 10 for \$255.00 or 20 x 20 for \$295.00**. The electric would be a one time fee for both shows. You would not need to tear down between shows.

**Total booth fee and additional items: \$**\_\_\_\_\_

**Check number:** \_\_\_\_\_

The total due is required with the return of the vendor form. Please initial here   that you have read the attached Rules and Regulations prior to signing below. The event committee will evaluate and approve vendors on an individual basis. Checks are only cashed if accepted. There will be no refunds after application is accepted.

Vendor's Signature \_\_\_\_\_

\_\_\_\_\_ Date

Make checks payable to Harvest Ridge and send check along with the vendor form to:  
Harvest Ridge  
P.O. Box 376  
Millersburg, OH 44654



# HARVEST RIDGE EVENT CENTER

## Rules and Regulations

1. All vendors are required to bring a **donation item valued at \$25 or greater** to be used by Harvest Ridge the day of the event.
2. There will be absolutely no subletting of your booth space.
3. Vendors are expected to be energetic and engaging with customers.
4. All displays must remain in place until the show is completed. There is no early dismissal, unless specified by the manager.
5. You are required to clean up your area nightly. You are responsible for your own trash. We have dumpsters...please use them. Trash barrels are for customers to use during the show.
6. Set-up will be permitted beginning at 8:00 a.m. the day prior to the event, unless other arrangements are made.
7. **All set-up must be completed one hour prior to event start time.**
8. Tear down will begin 30 minutes after the show is done, to give time to the remaining customers. All booths must be cleaned up and trash removed by noon the next day.
9. All exhibitors are responsible to transport items to and from their own booth.
10. All exhibitors' vehicles must be in general parking one hour before the show starts.
11. No animals will be permitted in the building.
12. No smoking will be permitted in the building.
13. Booth display needs to be confined to the space that was marked per your vendor form.
14. All stock and storage items must be hidden from view.
15. It is the responsibility of the vendor to communicate any special circumstance to the manager.
16. All items in your booth must be appropriate with the type of show being held. Vendors will be evaluated by the show committee for approval.

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The exhibitor and his/her agent(s) assigns agree hereby to indemnify and hold harmless The Holmes County Agricultural Society, its subsidiary, Harvest Ridge, its officers, employees, and volunteers from any and all losses, claims, damages, theft, actions, liabilities, expenses or causes of actions whatsoever to the exhibitor and his/her agents, assigns, employees and customers arising from the exhibitor's participation at this event. Harvest Ridge shall not be responsible for any act of commission or omission of the exhibitor and his/her agent(s) and employees. Exhibitor agrees this is not a lease but only allows the exhibitor to use the space provided for the duration of the event. Any litigation that arises from this contract shall be held in Holmes County, Ohio and is subject to local laws and regulations. All the above rules and regulations must be observed. Harvest Ridge reserves the right to have offenders of any of these rules and regulations removed from the event without refund. This event is a juried invitational event and reserves the right to accept or reject any products based upon its selection process. By signing you have read, agreed, and accept the terms of these rules and regulations.