



2021 Arts and Crafts Exhibitor Application

Exhibitor Name: _____

Business Name (If Applicable): _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ Email: _____

Types of Arts and Crafts (Please Be Specific): _____

Price Range of Items: \$_____ to \$_____

Booth Assignment Preferences (Please List Multiple): _____

**Please attach three photos of your work and one photo of your display to this application before submitting.*

The City of Moraine, Ohio, and the Moraine Parks and Recreation Division, and all of their respective employees, officers, agents, elected and appointed officials, and representatives will not be responsible for any injury, theft, loss by fire, acts of nature or legal action that may occur to exhibitors, their merchandise or their property while said premises are being occupied.

I understand I cannot hold the City of Moraine, Ohio, and the Moraine Parks and Recreation Division, and all of their respective employees, officers, agents, elected and appointed officials, and representatives responsible for my income, and I myself am solely responsible. I also understand that all tax and legal responsibilities connected to the sale of any items is the sole responsibility of me, the seller. Under this agreement, I, the undersigned, understand and agree to the above and realize this is a legally binding contract.

Signature: _____ Date: _____

TO BE COMPLETED BY STAFF ONLY

DATE RECEIVED: _____ **APPLICATION STATUS (CIRCLE ONE):** APPROVED DENIED
IF APPROVED, \$25 FEE PAID (CIRCLE ONE): CASH CHECK CREDIT **DATE PAID:** _____

Payne Recreation Center • 3800 Main Street • Moraine, Ohio 45439





2021 Arts and Crafts Exhibit Rules and Regulations

The City of Moraine Parks and Recreation Division would like to thank you for your interest in our Arts and Crafts Exhibit at our 2021 Boo Bash Event. For you to help us make our exhibit the best it can be, we have established rules and regulations. To participate in this event, you must abide by the following:

APPLICATION PROCESS

- All applications will be processed in the order that they are received. Submitting an application does not guarantee your acceptance to attend our event. All applications will be reviewed by Management, and accepted provided they align and fit within the rules and regulations outlined here.
- All applications require three photos of your work plus one photo of your display. We will not process your application without a photo of your display. Given the nature of our event, we encourage everyone to decorate their booth with the Halloween spirit in mind.
- If your application is accepted, there is \$25 non-refundable participation fee that you are required to pay to guarantee your spot. We accept payment in the form of cash, check (please make payable to the City of Moraine), or credit card (Visa or MasterCard only). Please see our current hours below:
 - Payne Recreation Center (3800 Main Street)
 - Monday-Friday: 7:00am-11:00am and 3:00pm-7:00pm
 - Saturday: 9:00am-1:00pm
 - Gerhardt Civic Center (3050 Kreitzer Road)
 - Monday-Friday: 10:00am-4:00pm
 - Saturday: 12:00pm-6:00pm

BOOTH SIZE / RESTRICTIONS

- Booth preferences will be indicated on your application, but they will not be guaranteed. All booth assignments will be done in order with received and accepted applications.
- Each booth will be roughly 10x10 in size. Parks and Recreation will provide you one 6-foot or 8-foot table and two chairs. You are more than welcome to bring your own tables and chairs if that is preferred or if you need more, but we do ask that you notify us of this in advance.
 - Since this event is indoors, tent canopies are not permitted.
- All exhibitors are required to stay within the boundaries of their designated booth. This includes, but is not limited to, all of the exhibitor's items, display, and storage.
- Reserving more than one booth for the event is not guaranteed approval. This is due to the limited number of booth spaces we are offering at the event.
- Electricity is not guaranteed with any booth assignment.

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CHECK IN / SET UP / TEAR DOWN

- All accepted exhibitors must check in for the event between 3:00pm-3:30pm on Saturday, October 16, 2021, and all booths must be set up and ready to go no later than 4:30pm.
- All accepted exhibitors are required to occupy his/her booth at all times.
- We do not allow subletting/subleasing of booths. If you are personally unable to attend the event the day of and plan to send someone in your place, please notify us in advance.
 - Be advised that booth fees are non-refundable. This includes no shows and/or if you are unable to attend come the day of the event.
- Paying the participation fee is a commitment to display your work during the entire duration of our event, from 5:00pm-8:00pm. You cannot tear down your booth before then.
- All booths must be stocked with ample inventory for the duration of the event. Those who leave early or begin breaking down their displays before 8:00pm will not be invited back next year.
- Exhibitors must clean up their booth area before leaving the night of the event. This includes:
 - Clearing off and wiping down your table.
 - Ensuring the floor in your booth area is free of any trash.
 - Removing any tape, string, or materials used to decorate your booth area.
 - Taking all of your items and personal belongings with you before leaving.

OTHER RULES AND REGULATIONS

- All work must be original, handcrafted/handmade, created and exhibited by the approved artist/creator themselves. Kits, imports, and mass-produced items are not permitted.
 - Exhibitors are not permitted to display or sell items that advertise beer, liquor, tobacco, or other products that are of a questionable nature.
 - Exhibitors are not permitted to display or sell items that may be considered provocative, offensive, or derogatory in nature.
- Due to fire codes, there will be no burning of candles, incense, or spraying of any chemicals inside.
- Photography of other exhibitors' inventory/display is strictly prohibited.
- Exhibitors are prohibited from having animals within the confines of the event, except for legitimate service animals as authorized by State Statute and ADA standards.
- Maintaining professional behavior and attire during the event is imperative. Please keep in mind that you are participating in an event that represents the City as a whole.

Violators to any of these rules and regulations will not be invited back next year. Management reserves the right to make final interpretations of all rules and regulations.

If you are interested in participating in this Arts and Crafts Exhibit on Saturday, October 16, 2021, please return your application no later than Wednesday, September 29, 2021, to:

Payne Recreation Center
Attention: MyKaelah Mercer
3800 Main Street
Moraine, Ohio 45439

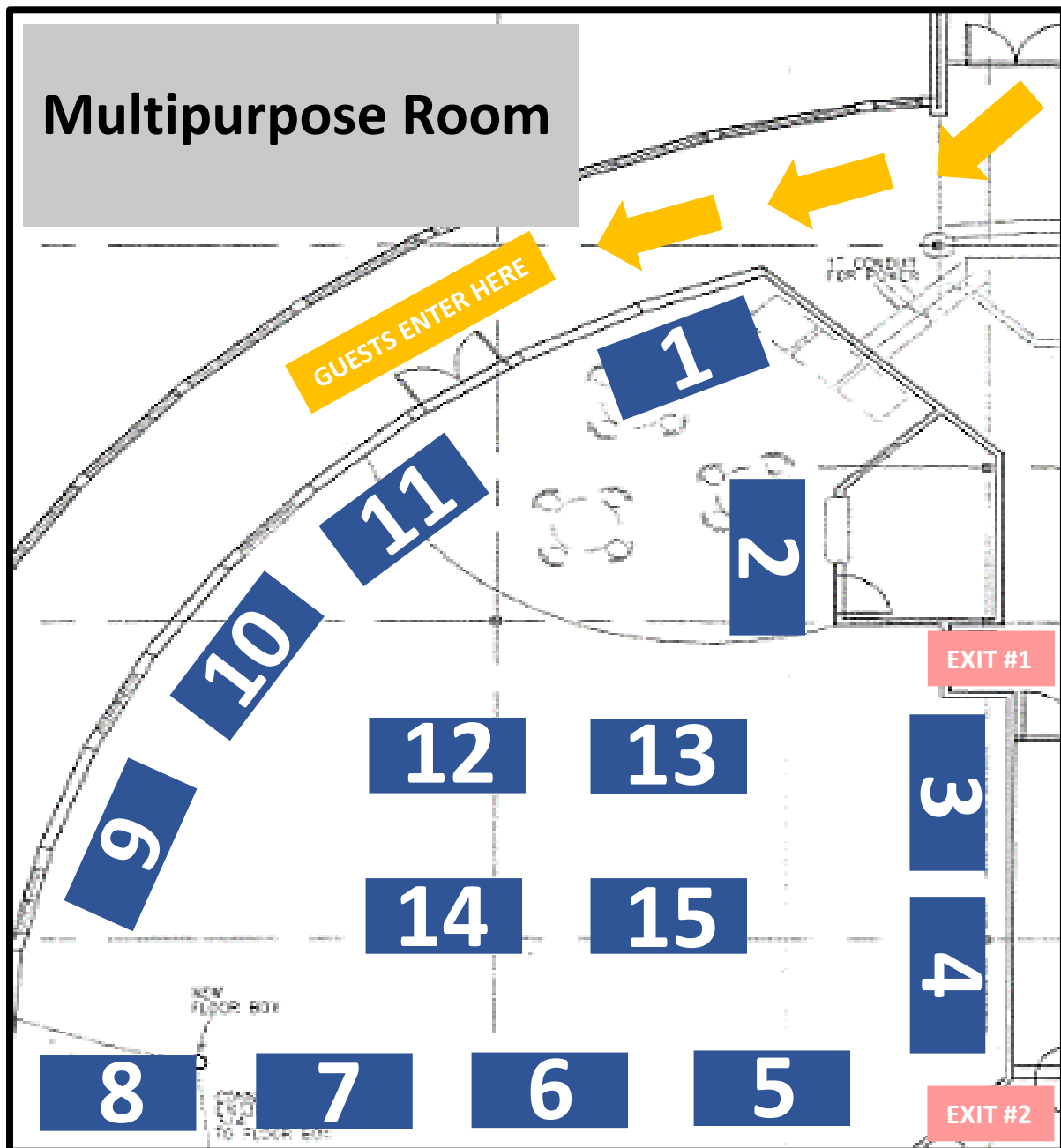
If you have any questions, or to submit your application via email, please contact MyKaelah Mercer at mmercerc@moraineoh.org, or call (937) 535-1077.

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2021 Arts and Crafts Exhibit Map



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