



# HANDMADE HOLIDAY ARTS AND CRAFTS SHOW

## 2023 Vendor Information, Regulations & Application

The Bellbrook-Sugarcreek Chamber of Commerce is proud to sponsor the 2023 Handmade Holiday Arts & Craft Show on **Saturday November 4, 2023 from 9AM to 3PM** at Bellbrook High School, 3737 Upper Bellbrook Rd, Bellbrook OH, 45305. We are looking forward to the show and appreciate your interest in being a part of it!

**Application:** Application period will be open to returning vendors from the previous year first. Returning vendors must have their application and payment received by the deadline to be guaranteed a spot in the current years show. Applications will be accepted from new vendors once the returning vendor application deadline has passed. Please see the application for deadlines. Each new applicant must provide at least 4 photographs, color copies of the photos, or color printouts (one must be of your booth set up with product-others close ups of items). Returning vendors do not need to include photographs unless the items you offer has changed. Please mail your application, booth fee, photos, and business card (if applicable). Please include your website, Esty, Instagram, Facebook page, etc. on your application.

**Handmade Items Only:** **This is a HANDMADE ONLY show. NO BUY/SALE, or DIRECT SALES.** It is mandatory that items be made by the person in the booth. When describing your items, please be very specific. The show committee shall have the right to ask for removal of any part of a display deemed inappropriate for any reason, including those items not listed on the application that may conflict with another vendor.

**Cancelations, Refunds, etc.:** If you need to cancel you must do so by October 1, 2023 for a full refund. If an emergency arises after October 1<sup>st</sup>, please notify us and if we can fill the spot, we will refund you. To apply after October 1, 2022, please contact the Bellbrook Chamber for approval (info@bellbrooksugarcreekchamber.com or 937-848-4930). Any returned checks will be assessed a fee of \$20 (in addition to any fees your bank charges).

**Booth space:** Full booth space is approximately 10' X 10', or a few 6' X 15'. The charge for a full booth is \$50. Small booths are approximately 6' X 8' or 5' X 10' are \$40. Booths will be awarded on a first-come, first-served basis. If your desired booth size is not available, we will contact you prior to assigning your booth number. All displays must be contained within the designated space. If any part of your display or items Cover all tables to the floor. Supplies must be kept out of sight. After set-up, please remove your floor tape. Your booth area must be kept clean.

**Set up Time:** **Friday, Nov 3, 2023, from 6 PM-8:30PM.** The school must be vacated by 8:30PM. **Saturday Nov 4, 2023, from 6:30 AM – 8:30 AM.** If you have not checked in by 8:30 AM Saturday morning, your space will be made available to another vendor. If you have an emergency, please contact Christine at 937-238-7699 and we will try to work with you.

**Set up:** Each vendor must provide booth displays, & tables. One chair will be provided. A limited number of extra chairs are available. No tents or tent frames. No cooking or open flames. A show representative will be posted at the hall intersection for check in. You will be given your booth number upon check in. Each booth will be marked with your number and name. By 8:30AM Saturday, everyone must move your vehicles to the side parking lot. There is a side door for entry.

**Sales Tax:** Exhibitors are responsible for handling their own sales tax. The Greene County sales tax rate is 6.75%.

**Security:** Security is not provided. The Bellbrook-Sugarcreek Chamber and/or Bellbrook schools are not responsible for any theft, vandalism, or damage to your property. No school property is to be used by vendors.

**Tear Down:** Merchandise should be packed, and the booth dismantled after 3PM. No exceptions to this rule. If you pack up early, you will not be invited back. Make sure your space area is clean and tape removed before leaving. Please try to be finished by 4:30.

**Website:** www.bellbrooksugarcreekchamber.com . **E-mail:** info@bellbrooksugarcreekchamber.com . **Phone:** 937-848-4930

**2023 HANDMADE HOLIDAY CHAMBER OF COMMERCE CRAFT SHOW APPLICATION**

**Returning Vendor Registration Deadline: April 30, 2023**

**Registration Open to New Vendors: May 1, 2023**

**Registration Deadline: October 1, 2023**

Business Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Facebook, ETSY, Web site: \_\_\_\_\_

Your Name: \_\_\_\_\_ Day Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ Cell Phone (\_\_\_\_) \_\_\_\_\_

City, State Zip: \_\_\_\_\_ Returning vendor \_\_\_\_\_ OR New vendor \_\_\_\_\_

To request a specific booth, app must be received by April 30th - Booth # or Booth Next To: \_\_\_\_\_

Half Booth space approx. 5' X 10' or 6' X 8'	\$40.00	_____
Full Booth approx. 10' X 10'	\$50.00	_____
Electricity (limited number)	\$10.00	_____
Extra chair needed: Yes _____ No _____ (limited number available)	Total \$	_____

**REQUIRED:** Description of all items to be sold (even return vendors) Please be very specific and use back if needed: \_\_\_\_\_

**Make checks payable to Bellbrook-Sugarcreek Area Chamber of Commerce. Send completed application, payment, business card, and at least 4 photographs or color copies of photos, if applicable (1 photo must be of your booth set up) to:**

**Bellbrook-Sugarcreek Chamber of Commerce**  
2090 Ferry Road  
Bellbrook, OH 45305  
Email: info@bellbrooksugarcreekchamber.com

I understand that participation in the Bellbrook-Sugarcreek Area Chamber of Commerce Holiday Arts & Crafts Show (hereafter called "The Chamber Craft Show") is completely voluntary on my part. I choose to participate for my own personal benefit. I voluntarily and willingly assume full responsibility for all risks and dangers associated with my participation. I understand and agree that The Chamber Craft Show is not responsible for any accident or injury that arises from or occurs because of my participation in the Chamber Craft Show. In consideration for the benefits of my participation, I release, waiver, discharge and covenant not to sue The Chamber, The Chamber Craft Show, its committee volunteers, agents, affiliates, and Bellbrook Sugarcreek School System from any and all liability, claims, and causes of action what-so-ever, including attorney fees, arising out of or in any way related to my participation in the Chamber Craft Show or any injury or damage resulting from such activity. In addition, I grant permission to The Chamber Craft Show to use my photographs, motion pictures, recordings or any other record of this activity for any legal pursuant and subject to all terms and conditions of this Chamber Craft Show, I, the undersigned, desire to reserve booth space at the Bellbrook – Sugarcreek Area Chamber of Commerce Handmade Arts and Crafts Show to be held on November 4, 2023. I understand the cancelation policy and affirm that all items are handmade by me.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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