



# 2023 Show and Sale Contract

## **SPECIFIC SHOW INFORMATION**

### **DATES AND TIMES**

Show:

Saturday 11/18/23 doors open 10:00am – 4:00pm

Set Up:

Friday 11/17/23 4:00pm – 7:00pm (pizza dinner provided)

Saturday 11/18/23 7:00am – 9:45pm

Take Down:

Saturday 11/18/23 4:00pm – 6:00pm

### **LOCATION**

Northwest United Methodist Church

5220 Riverside Drive

Columbus, Ohio 43220



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## TERMS AND CONDITIONS

### VENDOR BALANCING

We balance our show with a limited number of vendors in each category (i.e. scale, handcrafted, manufactured, supplies, etc.) to provide an interesting and wide selection of merchandise.

- No more than 20% of your table space be clearance or offered at substantially reduced prices
- All items must be priced
- Only scale miniatures, dollhouse miniatures, supplies, publications, and accessories may be sold
- **ABSOLUTELY NO GARAGE SALE ITEMS**

We reserve the right to first come, first serve basis on applications.

### RENTAL RULES AND REQUIRMENTS

#### RENTAL FEES

Fees are due on registration. Make check payable to Columbus Miniature Society and mail to:

Ann Silverman  
9536 Alnwick Loop  
Plain City, OH. 43064

#### BAD CHECKS

If a banking institution returns a check to us, we will return the check and contact the vendor. The application will then be null and void. The vendor will be responsible for a \$35 returned check fee.

#### TABLE RENTALS

We attempt to honor special requests for table placement however, full payment must be made to reserve space. Table are available in two sizes:

- 8' x 30", \$110 per table
- 5' x 30" \$70 per table

Rental includes electricity if requested. Chairs, table signs and nametags will be provided. You must provide a table cover that extends to the floor, lights, heavy-duty extension cords, connectors, and electrical tape.

- NO SUPPLEMENTAL TABLES, HOUSES OR DISPLAYS MAY BE PLACED BETWEEN, IN FRONT OF, OR BEHIND THE RENTED TABLES
- Aisles must be kept clear and comply with fire regulations
- Nothing shall be posted, tacked, nailed, screwed, or otherwise attached to the walls, floor or furniture
- Tables are to be staffed at all times

Wi Fi is available in the sales room at no charge.

**Show Contact: Mary Barrett Vendor Chairperson (614) 792 2723 / artist1118@aol.com**



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## SHOW SET-UP/TAKEDOWN

- Set up must be complete by 9:45am on Saturday, the doors open at 10:00am
- Take down must not start until 4:00pm

Security will be provided during the show. Friday night there is no security, but the facilities will be locked.

## OPTIONAL DOOR PRIZE DONATION

Each year the Show and Sales offers door prize raffles. Door prizes are donated by vendors and have been found to be an excellent way to drive traffic to your location.

- In your table packets, there will be a coupon for the door prize donation
- If you want to donate the coupon will be collected on Saturday morning
- Throughout the day winners will be drawn
- The winner will bring the coupon to your location to collect the prize, turning the coupon into you

## SMOKING

There is no smoking anywhere in the church.

## FOOD

You may eat at you table at any time.

- Pizza dinner will be provided Friday night
- Complimentary coffee and snacks will be served during Saturday morning set-up
- Lunch may be purchased on the premises on Saturday
  - If you are working alone, you may arrange with the hospitality committee for lunch delivery

## COVID 19 PRECAUTIONS

Although the pandemic was declared over in May 2022 if anything changes all state guidelines will be followed. If new restrictions cancel the sale all table fees will be refunded in full. **Nor The Columbus Miniature Society or the church hosting the show and sales are not responsible for cancellation because of state regulations.**



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## APPLICATION

Please print the following and enclose it with your payment. Mail payment and application to:

Ann Silverman  
9536 Alnwick Loop  
Plain City, OH. 43064

## GENERAL VENDOR INFORMATION

Circle Yes or No next to the information you want us to include in the program.

Name of Business \_\_\_\_\_ Yes / No

Name \_\_\_\_\_ Yes / No

Address \_\_\_\_\_ Yes / No

City,State,ZIP \_\_\_\_\_ Yes / No

Email Address \_\_\_\_\_ Yes / No

Web Site \_\_\_\_\_ Yes / No

Description of merchandise and price range (continue on back if necessary):

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## TAX COLLECTION

Ohio requires vendors collect sales tax on all retail sales and to have a license:

Ohio Transient Vendor's License Number: \_\_\_\_\_

## DETAILED RENTAL REQUEST

We attempt to honor special requests for table placement however full payment must be made to reserve that space. We reserve the right to fill the tables based on the room resources like electricity and traffic flow or other criteria at our discretion. **We will be on a FIRST COME FIRST SERVED BASIS.**

Number of 8' tables: \_\_\_\_\_ x \$110 = \$ \_\_\_\_\_ Total due \_\_\_\_\_

Number of 5' tables: \_\_\_\_\_ x \$70 = \$ \_\_\_\_\_ Total due \_\_\_\_\_

Deposit \_\_\_\_\_ Remainder due by 8/1/23 \_\_\_\_\_ **If after 8/1/23, add \$15 per table**

Need Electric? Yes \_\_\_\_\_ No \_\_\_\_\_

## CANCELLATION POLICY

- Cancellations through June 13th will receive a full refund less a \$10.00 processing fee
- Cancellations postmarked from June 14 through August 31 will receive a 50% refund.
- Cancellations after August 31 will not be refunded

If the Show is cancelled by the Columbus Miniature Society, this contract is null and void and the vendor waives all claims except for the refund of the table fee. Vendor expressly agrees to assume all risks of loss or damage to themselves or their property, employees or agents and will not hold the Columbus Miniature Society, its officers and members, or Northwest United Methodist Church responsible for any loss or injury.

**I have read the contract and agree to all conditions and policies on all pages.**

Signature \_\_\_\_\_ Date signed: \_\_\_\_\_

**Show Contact: Mary Barrett Vendor Chairperson (614) 792 2723 / artist1118@aol.com**