

**Salt Fork**  
LODGE & CONFERENCE CENTER  
**2023 Craft Show**

Registration and Payment due by November 10<sup>th</sup>. Craft show fees are non-refundable.

<b>CONTACT INFORMATION</b>	
Business Name (if applicable):	_____
Contact Name:	_____
Phone Number:	_____
Email:	_____
Address:	_____

<b>CRAFT</b>
Please provide a description of your hand-made craft item or links to your website / social media pages.

<b>DISPLAY TABLE SELECTION</b> <i>each table is 8 ft.</i>
<input type="checkbox"/> One Table      \$35
<input type="checkbox"/> Two Tables      \$60
<input type="checkbox"/> Three Tables      \$90
<b>Number of additional tables</b> _____ @ \$35 each

<b>ADD-ON'S</b>
<input type="checkbox"/> <b>LOCATION SELECTION – ADD \$25</b> <i>Guarantee your location.</i>
<input type="checkbox"/> 2 <sup>nd</sup> Level
<input type="checkbox"/> Ballroom (2 <sup>nd</sup> Level)
<input type="checkbox"/> 3 <sup>rd</sup> Level
<input type="checkbox"/> 4 <sup>th</sup> Level
<input type="checkbox"/> Summit View Room
<input type="checkbox"/> (4 <sup>th</sup> Level)
<input type="checkbox"/> <b>ELECTRICITY – ADD \$25</b>

**TOTAL DUE:** \_\_\_\_\_

**Payment Information**

Registration and Payment due by November 10<sup>th</sup>. Craft show fees are non-refundable. Vendor set up information will be sent out on November 17<sup>th</sup>.

**Send Checks to:**

Salt Fork Lodge & Conference Center

PO Box 7 Rt. 22

Cambridge, OH 43725

Credit cards can be accepted over the phone. Please call 740-435-9000.

## Rules / Regulations

1. Vendor set-up will be 6:00am – 9:00am. Please bring your own table coverings. Tables are 8' x 2.5'. Two chairs per table will be provided.
2. Salt Fork Lodge designates the placement of all vendors. Those who pay choose their location will be placed in their requested area on a first come, first served basis. The lodge will be open for set-up beginning at 6:00am. No early set-ups!
3. Craft show hours are 9:00am – 6:00pm. All booths should remain open until 6:00pm.
4. Electricity will be provided throughout the lodge at the rate listed on the registration form.
5. Merchandise for sale must be items that are authentically made by the vendor who will be present at the show. Store bought items, catalog-ordered items, Pandora Beads, or imported articles are prohibited. The show staff reserves the right to prohibit any merchandise which is questionable in nature. Photographic evidence of items being crafted by the vendor is required as part of each vendor's registration materials. Edible items may only be sold if they are packaged & intended to be consumed off premises. Please verify acceptability with show staff prior to registration.
6. All transactions between the Vendor and customer are the responsibility of the Vendor. Vendors must have their own change funds. The customer has the right to request and receive a receipt. The collection and remittance of Ohio Sales Tax is the responsibility of each exhibitor. Sales tax questions should be directed to Ohio Department of Taxation, (888) 405-4039
7. Exhibits must be set by show opening and staffed by individuals over the age of 18 until show close.
8. Pets are not permitted in the venue.
9. There will be no refunds and booths are not transferable.
10. Forms must be completed in their entirety, and all deadlines as set forth in the registration form must be met to be considered as a Vendor.
11. All merchandise and display equipment must fit in the marked space of the booth (8' x 2.5'tabletop) There will be no storage area supplied. Vendors must ensure there are no disruptions emitting from their booth. Vendors ARE NOT ALLOWED to block the aisle ways by sitting outside of their booth space, please plan your layout accordingly knowing you need to sit/stand within your space.
12. Open flames are not permitted.
13. Vendor shall protect, maintain, save and hold harmless Salt Fork Lodge & Conference Center and its employees from and against any and all claims, demands, expense and liabilities arising out of injury or death to any person, or the damage, loss or destruction of any property which may occur in or about the venue (including any portion thereof which vendor has not been given the right to occupy or use pursuant to the terms of this Agreement) or which may arise or in any way grow out of any act or omission of vendor, its agents, invitees and patrons' use and occupancy of venue.

By signing below, you are expressing your agreement to the rules and regulations above.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_