

Immaculate Conception School
2018 A.L.F. PTO Craft Show Vendor Contract

Name:

Business/Organization Name:

Address:

City:

State:

Zip:

Business or Home Phone:

Cell Phone:

E-Mail:

PA Sales Tax License No.:

Description of items offered for sale:

Please indicate location and # of tables/spaces: INDOOR TABLE ___ OUTDOOR SPACE ___

Vendor Fee is \$100.00 per space or table and includes one indoor table or one outdoor space and reserved parking area for one vehicle. Each additional space also includes an additional parking pass. Extra parking passes can be purchased upon request for a fee of \$20 per space for an all-day pass. Electric will be available upon request to a limited number of indoor vendors at no extra charge (first come, first serve basis).

Electric Service Requested: ___ yes ___ no Same Location as Last Year: ___ yes ___ no

***Every effort will be made to provide returning vendors with the same location as occupied in previous years. Please indicate whether you are a returning or new vendor here: ___ new ___ returning**

Please mail a signed copy of the Vendor Contract with payment to Immaculate Conception School, Attn: PTO Craft Show, 720 Liberty Street, Clarion PA 16214. Checks should be made payable to **Immaculate Conception PTO**. If you have any questions, contact the school office at (814) 226-8433 ext. 105 or email Connie Eisenman at ceisenman@clarionichawks.net.

All Vendors

1. **PARKING:** One reserved parking pass per location/table is included with the vendor fee. Each vendor will receive their parking pass with the registration packet. Spaces will be reserved for vendors in a designated area of the church/school parking lot until 6:30 a.m. on the day of the event. After 6:30 a.m., vendors will be provided parking if available. *No overnight parking permitted in the church/school lots.*
2. **EVENT HOURS:** The Immaculate Conception Meisinger Center will open to the public on the day of the event, **Friday, October 5, 2018** from 7 a.m. to 4 p.m. All vendors must be torn down and vacate the Meisinger Center by 5 p.m. Friday.
3. Vendors are responsible for their own merchandise at all times. Immaculate Conception Church, School and PTO will not be held responsible for any items that are lost, damaged, or stolen.
4. Vendors are responsible for disposing of their own trash. A dumpster is available in the back parking lot.
5. All contracts must be returned with payment and all checks/money orders made payable to **Immaculate Conception PTO** to reserve a space. Vendor fees are *nonrefundable* once an approved contract and vendor registration packet is returned to the vendor.
6. Restroom facilities are available for IC PTO Crafters only and are not open to the general public.
7. All items for sale must be approved and listed on the application and may be denied at the discretion of the IC PTO or Immaculate Conception Church and School.
8. Observe all directives given by the duly-authorized representatives of the IC PTO. *Failure to follow the rules and regulations of Immaculate Conception Church, School or IC PTO may result in dismissal from the event at the discretion of Immaculate Conception.* Vendor fees are nonrefundable in the event of dismissal.

Indoor Vendors

1. **SET UP HOURS:** The Immaculate Conception Meisinger Center will be open on **Thursday** the day before the event from **4 p.m. to 6 p.m. only** for inside vendors to set up. The Meisinger Center will be locked from 6 p.m. on Thursday until 5:30 a.m. on Friday, the day of the event, and will reopen at **5:30 a.m. Friday** for vendor set up.
2. Indoor vendors will be provided a table and two chairs per each table by the IC PTO.
3. There is limited electric service available for indoor vendors only. Please make your request for electric service on your Vendor Contract. Vendors will be notified as to whether they have been assigned a table location with electric service on the approved Vendor Contract included with the registration packet.
4. Requests for table locations will be honored on a first come, first serve basis, with the final decision made by the IC PTO. While we attempt to keep our returning vendors in the same location each year, slight adjustments must be made on occasion depending upon space needs. Thank you for understanding.

Outdoor Vendors

1. Outside vendors must supply their own tables. IC PTO will not provide tables to outdoor vendors. Each vendor will be provided a 10' x 10' marked area.
2. Electric is not available outside.
3. The front parking lot will be open to outdoor vendors for unloading and setting up at 4 p.m. on Thursday before the show. **Vendors will not be permitted on school grounds any earlier than 4 p.m. Thursday due to the fact school will be in session on that date. After 6 p.m. on Thursday, the parking lot will be blocked off, therefore, any Outdoor Vendors unloading later than 6 p.m. must park along Main Street to do so.**

Hold Harmless Clause

I do hereby agree to indemnify, save and hold harmless the Diocese of Erie, Immaculate Conception Church & School, and the Immaculate Conception PTO from and against any loss, claim, demand, suit, cost or damage arising out of, or from any accident or other occurrence on or about Immaculate Conception School or Church property and shall indemnify the Diocese of Erie, Immaculate Conception Church & School, and the Immaculate Conception PTO from any liability to any persons for injuries, property damage or otherwise.

Failure to abide by any of the Rules and Regulations shall serve as a basis to revoke access to any and all vendors whether before or during the event.

By signing, I acknowledge that I have read and understand all of the Rules & Regulations as well as the Hold Harmless Clause established by the Immaculate Conception Church, School and PTO and agree to abide by these Rules & Regulations and Hold Harmless Clause.

I AGREE TO THE ABOVE HOLD HARMLESS CLAUSE AND ACCEPT AND SHALL ABIDE BY THE RULES AND REGULATIONS OF THE IMMACULATE CONCEPTION CHURCH, SCHOOL AND PTO AS SET FORTH ABOVE.

Signature

Date

Print Name: _____

A signed copy of the 2018 I.C. PTO Craft Show Rules and Regulations must be returned with the Vendor Fees and the completed and signed Vendor Contract. A copy of the Vendor Contract, bearing the signature of an authorized representative of Immaculate Conception Church along with the Vendor registration packet containing a parking pass will be returned to each Vendor in advance of the event.

ACCEPTED BY: _____
Immaculate Conception School
Authorized Representative

Date

THANK YOU FOR YOUR INTEREST IN PARTICIPATING IN THE 2018 I.C. PTO CRAFT SHOW. YOUR SUPPORT OF I.C. PTO AND THE IMMACULATE CONCEPTION SCHOOL IS GREATLY APPRECIATED! WE ARE LOOKING FORWARD TO A SUCCESSFUL EVENT IN 2018!

