

## **Neustadt Craft Show Terms and Conditions**

The Municipality of West Grey provides the following terms and conditions for vendors to ensure the show runs smoothly for everyone. These rules will be strictly enforced, and if not followed, may result in the termination and/or forfeiture of your space for current and/or future shows.

1. Applications submitted outside of the application window set out by the Municipality of West Grey may not be considered. It is up to the applicant to ensure the application is received by the Municipality within the application period. The Municipality of West Grey is not responsible for delays caused by mail service disruptions.
2. This agreement will become binding upon the payment of the vendor booth fee. No refunds of rental fees after the first of the month prior to the show (for the spring show, April 1<sup>st</sup>, for the fall show, October 1<sup>st</sup>).
3. Handmade/homemade crafts will be prioritized before Multi-Level Marketing (MLM) products and reseller products. Items not disclosed and approved on the application form and not meeting the criteria may not be allowed to remain in the show.
4. The shows are on the first Saturday in May and the first Saturday in November. The show is open to the public from 9:00 a.m. until 3:00 p.m. Vendor setup times are Friday prior to the show from 2:00 p.m. until 7:00 p.m. and the day of the show from 7:00 a.m. until 9:00 a.m.
5. Be mindful of other vendors. Vendors will be provided with one 8-foot-long table and two chairs. Any additional tables or chairs must be provided by the vendor. Each booth space is 8 feet by 8 feet APPROXIMATELY.
6. Vendors may not apply for or cancel a booth on behalf of another vendor.
7. The space rented by the vendor cannot be sublet, transferred or leased. If the registered vendor is unable to attend for any reason, the space is cancelled and given to the next applicant on the waitlist.
8. Vendors with food products must register with the Grey Bruce Public Health Unit:  
[www.publichealthgreybruce.on.ca](http://www.publichealthgreybruce.on.ca)
9. Applicants are not to attend during setup the day before or on the day of the show unless having confirmed a spot. Vendors who show up at either time without confirmation will not be given a space. The waitlist will be strictly followed.
10. Pets are not allowed in any part of the complex where the show is held, apart from servicing animals.
11. The vendor assumes all responsibility for all insurance of their space and contents and will show it upon request. Failure to provide proof of insurance by the 1<sup>st</sup> of the month prior to the show will result in forfeiture of booth and booth fees (April 1<sup>st</sup> for the spring show and October 1<sup>st</sup> for the fall show). No open flames or space heaters are allowed.

Some spaces may experience a draft due to open entry doors or other building features. Please dress appropriately.

12. The Municipality of West Grey is not responsible for any loss or damage caused by the vendor. Nails, staples, or thumb tacks cannot be used on tables, walls or floors.
13. The Municipality of West Grey and its staff shall not be responsible for damage, fire, theft, liability, injury, or acts of God. The vendor participates entirely at their own risk. Booths must be always supervised.
14. Failure to treat staff and other vendors with respect will result in ejection from the show and will impact your ability to participate in future shows.
15. The vendor agrees to abide by these terms and conditions. Failure to do so may result in exclusion from future shows. The vendor agrees that the Municipality of West Grey may adopt and/or amend any regulations deemed necessary prior to and during the show.

**Cancellation policy:**

- **One month or more notice** - Booth fee minus a \$15 administrative fee will be refunded
- **Less than one month notice** - Full forfeiture of booth fees.
- **Less than one week of notice or no show** - Forfeiture of booth fee and future show applications may be impacted.

*"I acknowledge that I have read, understand, and agree to the terms and conditions set out by the Municipality of West Grey's Neustadt Craft Show"*

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Applicant Name (PRINTED)

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Applicant Signature

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Date of Application/Signature (DD/MM/YYYY)

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**Office Use Only**

Date of Receipt:

Time of Receipt:

Received By: