

SHOW RULES

- **Vendors must register with the Show Chairman before setting up.** The chairman's tables are at the front center of the exhibit hall.
- When you drive into the exhibit hall drop off your crafts and booth equipment, unload your vehicle as quickly and safely as possible and pull your vehicle out. **DO NOT set up your booth until your vehicle has been removed from the exhibit hall.** Timely removal of your vehicle allows the Drive-In Team to get everyone in place quickly
- NEACA is a volunteer organization and each representative strives to make your experience during set-up, show time, and tear down run smoothly. Unprofessional conduct by member or non-member will not be tolerated.
- No SALE Signs or MARKED DOWN Tags permitted.
- All crafts exhibited should be handcrafted by the vendor, in good taste, and ready for safe use by the purchaser.
- The selling of commercially manufactured parts and products is prohibited, unless they are an accessory to the craft.
- Vendors shall not sell registered trademark items at the show, unless they can provide proof of having a license to do so. Vendors unable to provide evidence of having a license shall remove the item(s) in question from the show.
- Vendors planning to offer food items for sale must submit copies of their business license and health department inspection with their application.
- **All exhibits must be in place by 8:00 a.m. on the opening day of the show. Each day, vendors will have booths uncovered and ready for business 30 minutes before opening.**
- **Vendors must be present for the full duration of the show.**
- **Each exhibitor will stay within his allotted space(s) with provision for entrance and exit. This applies to overhanging exhibits as well. Remove tape from the floor upon completion of setting up**
- **Fragrant items must be sold in airtight packages; however, a sample of each item may be open for display. We do not allow the use of fragrant light rings**
- Electricity, chairs, tables, and backdrops are available for purchase. The cost for electricity doubles, if requested on the day of set up. Vendors must furnish their own electrical cords.
- Tables must be draped to the floor on all sides. Backdrops and displays shall not exceed a height of 8 feet, and must be finished front and back.
- **Each exhibitor will stay within his allotted space(s) with provision for entrance and exit. This applies to overhanging exhibits as well. Remove tape from the floor upon completion of setting up**
- When using stains, paints, etc., a protective covering must be placed on the floor, under and around work. No paint or other substance may be sprayed during show.
- Unprofessional conduct and/or failure to comply with show rules are just cause for removal from the show.
- It is the vendor's personal responsibility to collect **and remit all** sales taxes to the appropriate taxing authorities. Vendors who fail to pay taxes on time will be banned from future shows.

General Information

- **There is NO admission charge to the general public.**
- NEACA's shows are juried.
- Exhibits in various craft categories are limited to maintain a balance in the show.
- Fragrant items must be sold in airtight packages; however, a sample of each item may be open for display. We do not allow the use of fragrant light rings.
- No exposed flames are permitted. This includes lighting of candles or use of propane torches.
- Booth space is limited; applicants cannot be assured of booth space in any particular show. The Show Committee is committed to providing variety and balance in its events.
- Vendors requesting adjoining spaces are required to mail individual applications together.
- **Applications must be complete. No hand carried or phone applications are accepted. Applications must be mailed.**
- **A check, payable to NEACA, 3 photos of the craft(s), description, and a Self- Addressed, Stamped Envelope (SASE) must accompany each application. Applications processed without a SELF ADDRESSED STAMP ENVELOPE (SASE) will be charged \$5.**
- Checks that accompany applications will be cashed after
- the Show Committee meets to select vendors. The checks of
- applicants not selected will be returned.
- Applications received after the deadline will be returned.
- NEACA prohibits the use of alcoholic beverages on their premises.
- Parking passes are available only if prepaid with application. Three-day parking passes are \$30.
- Security is on duty each night and the exhibit hall is locked.
- A VBC concession stand is open during show hours to serve the general public and exhibitors.
- Checks returned for insufficient funds are just cause for removal from the show. A \$40 handling fee will be charged for checks with insufficient funds.
- **Vendors will be charged a \$40 cancellation fee for all cancellations. Vendors may expect NO refunds on cancellations made within 30 days of the show**

PLEASE NOTE: Include a Business Size (4 1/8 x 9 1/2") Self-Addressed, Stamped Envelope (SASE) with your application plus 3 photos (no slides). Applications processed without an SASE will be charged \$5.00. Checks payable to NEACA. **Applications due by 31 Oct 2023.**

Application / Contract

FOR COMMITTEE USE ONLY

Your Name (not Business): _____ Email: _____

Address _____ Phone: _____

City _____ State _____ Zip _____ Cell: _____



DO NOT MARK IN THIS SPACE

Only craft listed may be exhibited. Be specific and comprehensive. **Description of craft MUST be filled out or you may be placed on a wait list**

10 x 12 Booth Space	_____ @	\$260.00 Each	<input type="checkbox"/>	Description: _____
Tables	_____ @	\$36.00 each	<input type="checkbox"/>	_____
Tables / skirting	_____ @	\$60.00 each	<input type="checkbox"/>	_____
Backdrops	_____ @	\$4.00 per foot	<input type="checkbox"/>	_____
Chairs	_____ @	\$3.00 each	<input type="checkbox"/>	_____
3- Day Parking Pass		\$30.00	<input type="checkbox"/>	_____
Electricity		\$100.00	<input type="checkbox"/>	_____
MAKE CHECKS PAYABLE TO NEACA		Total _____		_____

Mark the boxes to your left according to your desires. The committee will endeavor to fulfill your wishes. Add all figures and enclose your check with the application.

You will be notified of your acceptance or non-acceptance after 15 Nov 23

*These rates are set by the VBC and paid by NEACA on your behalf.

NOTE: Electricity not prepaid, will double at set up.

I hereby agree to conform with all rules and regulations of the NEACA Craft Show and release NEACA and the Von Braun Center from any responsibility whatsoever for damage or loss to any part or all of my exhibit. I understand that I am subject to a \$40.00 handling fee if I cancel my participation. I understand that I may expect NO refund on a cancellation made within 30 days of the show to which I have been accepted.

Length and height of transport vehicle: _____

Any exhibitor planning to offer food items for sale must submit copies of their business license & health department inspection with their application.

Signature and Date
