

Vendor Regulations - 2019

Contact: Diane Werblo, Phone: (317) 783-1428 Email: vendor@indianagourdsociety.org

Selection: Inside and outside spaces available.

Set - Up: Thursday, May 2nd- Setup may begin Thursday noon until 8:00 PM.

Friday, May 3th - Setup starting at 7:00 AM until 10:00 AM.

Vendor packets available all day Thursday.

ID Badges: Up to two (2) preprinted Name badges per booth space rented. Tags may be picked up on Thursday. These badges **must be worn** during the show hours as your Show Pass into the Shows Venue Area. Additional badges may be purchased for \$5.00.

Vendor Policy - IGS State Show - 2019

The Indiana Gourd Society, Inc. will not create a policy that will eliminate any vendor from demonstrating or selling any Brand Name merchandise or determine any price structure for merchandise sold, thereby eliminating competition between vendors. This has been the position of the Indiana Gourd Society, Inc. in the past and shall continue to be in the future.

Location and Booth Space: IGS Board of Directors

- **Dry Gourd Vendors (with cleaned gourds) will be allowed inside, if space is available.**
- **Outside Space**, approximately 16' x 24'.
- **Inside Space**, approximately 10' x 10'.
- **Booth locations**, assigned by the committee according to show layout.
Specific requests will be considered, but cannot be guaranteed.
- **Demonstrations** in the booth are limited to the confines of the booth. Demonstrations must be completed during show hours, must not produce a "make it-take it" item, or charge a fee.
- **Manning the booth** is the responsibility of the person applying for the booth space. Vendor is responsible for staffing booth during show hours. As a courtesy to neighboring vendors, no booth is to be left unattended during show hours.
- **Tables inside must be skirted** to the floor on all audience sides.

Permits, Merchandise and Sales: Each vendor is responsible for all Federal/Indiana taxes (forms at Dept. of Revenue, Indianapolis, Ind.)

- **Merchandise** must be **at least seventy-five percent (75%) gourd and/or gourd-related.** Any other merchandise and/or vendors will be by IGS invitation only.
- **NO SALE of plastic items, artificial flowers or fractal burned gourds is permitted.**
- **Committee reserves the right** to reject and/or restrict vendor due to space constraints, condition and/or quality of sale merchandise, sale of inappropriate items for this show or sub-standard booth appearance.
- **All imported sale gourds** must be clearly marked, "Imported from ____" (specify country).
- **Sales** begin after your booth has been set up and continues throughout show hours.

Teardown: Vendors may teardown after 4:00 PM on Saturday. Merchandise sell-out does NOT constitute a reason to dismantle your booth or remove merchandise prior to the designated teardown time.

Security: Reasonable security will be provided for all show participants by the Indiana Gourd Society, Inc. and Fulton Co. Historical Society. (See security disclaimer on page 6.)

Refunds: No refunds issued on cancellations received after April 15th. (FIRM)

***** ALL Vendors are asked to donate one (1) or more items to IGS for the Silent Auction and enter three (3) gourds or more into competition .**

Vendor Application Form Indiana Gourd Society, Inc., 2019 Show

Mail completed form and check to: This form is available at: www.indianagourdsociety.org

IGS Registration

P.O. Box 822

Marion, Indiana, 46952

E-mail: vendor@indianagourdsociety.org

Phone: Diane Werblo: (317) 783-1428

DEADLINE: postmarked - April 15

Non-Compliance: Failure to comply with regulations may prohibit any vendor from future participation in other Indiana Shows. Show committee decision is final.

The 7th annual "Joyce Dankowski - Best Visual Display Award" will be given to a participating Vendor with the best visual display or booth.

Give a detailed description of what you are selling at the Indiana Gourd Show:

Name:	
Business name:	
Address:	
City/State/Zip:	
E-Mail:	
Phone/Cell No.	& Best time to call:
IGS Member:	Circle: YES NO

Describe any free demonstrations you are willing to do. Specify – Demo area or your booth.

Vendors will receive two (2) name tags per booth space rented. Additional tags may be purchased for \$5.00 each – list names below. Tags serve as your weekend SHOW PASS when worn. To be picked up on Thursday or a door fee will be charged on Friday and Saturday.

Names:

*****Spaces available on a first-come, first-paid bases, as space is limited inside.*****

#	Inside booth space (10' X 10') 1 space Free , additional spaces @ \$25 each.	\$
#	Outside booth space (16' X 24') 1 space Free , additional spaces @ \$25 each.	\$
#	Skirted Tables (8' X 30") 1 Free , additional skirted tables @ \$10 each. (you may bring your own). Vendor-supplied tables must be skirted to the floor by the Vendor.	\$
#	Chairs - 2 Free . More chairs free on request. (you may bring your own).	Free
#	Electricity @ \$5.00/vendor. Demonstrators given electrical preference. No extension cords or surge suppressors provided.	\$
#	Additional name tags @ \$5.00 each (write names on separate sheet).	\$
TOTAL	Make check payable to: Indiana Gourd Society, Inc. (IGS) and mail with application.	\$