

# Vendor Information - IGS State Show – 2016

**Contact:** Pat Moore, Phone: (765) 597-2049 Email: [vendorchair@indianagourdsociety.org](mailto:vendorchair@indianagourdsociety.org)

**Selection:** Limited INSIDE Space available.

**Set - Up:** Wednesday, May 4<sup>th</sup> - Set-up may start Wednesday afternoon until 5:00 PM.

Thursday, May 5<sup>th</sup> - Set-up may start at 7:00 AM until 5:00 PM.

**Vendor packets available all day Thursday.**

**ID Badges:** Up to two (2) preprinted Name badges per booth space rented. Tags must be picked up by noon Thursday.

These badges **must be worn** during weekend show hours as your Show Pass into the Boone County Fairgrounds.

Additional badges may be purchased for \$5.00.

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## Vendor Regulations:

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.

IGS Board of Directors

### Location and Booth Space:

- Vendors selling **only** dry gourds will be outside this year.
- Vendors selling dry gourds **and** decorated gourds or supplies, may have their dry gourds inside this year.
- **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.**
- **First time vendor** may purchase one (1) space to be juried during the show. Vendors failing to meet show standards may not be allowed into future shows.
- **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, Indiana)
- **Merchandise** must be **at least seventy-five percent (75%)** gourd and/or gourd-related.
- **NO SALE of plastic items or artificial flowers 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 is set up and continues through weekend show hours.

**Tear down:** Vendors may tear down after 6:00 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 the Boone County Fairgrounds. *See security disclaimer in the Show Book on page 5.*

**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 Auctions on Saturday and enter three (3) gourds or more into competition.**