

Vendor Regulations - 2023

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

Selection: Inside and outside spaces available.

Set - Up: Saturday, April 8, 2023 morning before 8 AM ET

Vendor packets available that morning.

ID Badges: Up to two (2) preprinted Name badges per booth space rented. Tags may be picked up Saturday morning. 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 - 2023

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.
- **Staffing 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.
- **We recommend table tops be covered, skirting not required.**

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 5:00 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 Hendricks Co Fairgrounds & Conference Center. (See security disclaimer on page 6.)

Refunds: No refunds issued on cancellations received **after April 1, 2023. (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., 2023 Show

Mail completed form and check to:

IGS Registration

P.O. Box 822

Marion, Indiana, 46952

This form is available at: www.indianagourdsociety.org

E-mail: vendor@indianagourdsociety.org

Phone: Diane Werblo: (317) 783-1428

DEADLINE: Received - April 1, 2023

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

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 SHOW PASS when worn.

Names: _____

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

#	Inside booth space (10' X 10') @ \$25 each.	\$
#	Outside booth space (16' X 24') @ \$25 each.	\$
#	Tables (8' X 30") @ \$5 each. (you may bring your own). We recommend you cover table tops.	\$
#	Chairs - @ \$2 each. (you may bring your own).	\$
#	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.	\$