



## The MarketPlace at Hale Farm and Village Holiday Market on the Farm

Friday, November 30, 2018, 3-7pm

2686 Oak Hill Rad

Bath, Ohio 44210

[www.halefarm.org](http://www.halefarm.org)

### Vendor & Artist Application and Agreement

Join us at Hale Farm and Village for our Third Annual Holiday Shopping Open House

- ◆ No Booth Fees
- ◆ Historic property beautifully decorated for the Holidays
  - ◆ Free admission for shoppers
  - ◆ Light refreshments provided for artists

Please complete the following information, and sign that you are agreeing to the conditions of the show.

Vendor/Artist \_\_\_\_\_

Contact Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_ Cell \_\_\_\_\_

Email Address \_\_\_\_\_ Website \_\_\_\_\_

Product category: jewelry \_\_\_\_\_ apparel \_\_\_\_\_ home goods \_\_\_\_\_ other \_\_\_\_\_

Photos of product(s) must be included with this form or emailed to show contact [jmueller@wrhs.org](mailto:jmueller@wrhs.org).

Description of product(s): \_\_\_\_\_

Price range of product(s): \_\_\_\_\_

Where did you hear about the Holidays on the Farm Shopping Event? \_\_\_\_\_

**Applications due by: August 31, 2018**

**Notification of acceptance by: September 14, 2018**

**Show date & time: Friday, November 30 at 3:00pm**

# CONDITIONS OF THE SHOW

1. All items being sold at the Holiday Market on the Farm must be made in Ohio.
2. Photos of items to be sold must be submitted with your application for review by the Holiday Shopping Open House panel. Attach photos to this application or email to [jmueller@wrhs.org](mailto:jmueller@wrhs.org). Photos will not be returned.
3. Review, selection and acceptance are performed by a panel. Current artists/vendors of The MarketPlace at Hale Farm and Village are not guaranteed a space.
4. All sales will be rung at The MarketPlace at Hale Farm and Village registers. Under no circumstances may a vendor/artist collect payment.
5. All vendors/artists are responsible for clearly marking prices so that they are obvious to shoppers as well as completing sales slips that the sales staff will use to ring and collect monies. Clearly filling out sales slips are the responsibility of the artist/vendor representative.
6. Hale Farm and Village staff will coordinate the payment transactions between the Holiday Shopping Open House vendors/artists and The MarketPlace at Hale Farm and Village registers.
7. Since The MarketPlace at Hale Farm and Village will be handling all of the financial transactions, we will also bag the sold items so vendor/artist can completely focus on selling to the guests.
8. Vendor/artist tables must be staffed with a vendor representative or artist at all times and are expected to be actively engaged with our guests. Vendor/artist at tables must be 18 years or older, no children allowed.
9. 15% of all sales collected will go to Hale Farm and Village. A check will be cut for your sales minus the 15%. You will receive your check approximately 20 days after the show.
10. Vendor/Artist will contribute an item valued at \$15.00 or more to be raffled off at the event. Raffle winners are notified the day after the show.
11. The MarketPlace at Hale Farm and Village will be holding their employee shopping event the same night. All Western Reserve Historical Society employees will receive an extra discount on all items purchased in The MarketPlace at Hale Farm and Village. This discount will ONLY be offered on the merchandise in The MarketPlace at Hale Farm and Village, not at the artist tables.

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13. The last guest will be admitted into Hale Farm & Village for the show at 7:00 pm, but the show ends when the guests are done shopping; the show is not over at 7:00 pm. Once the guests are done shopping, a Hale Farm and Village staff member will give you the go ahead to start packing up your booth. Booths are not to be packed up before this time.

14. The vendor/artist will receive report paperwork at the end of the evening documenting individual sales that were processed through The MarketPlace at Hale Farm and Village for the Holiday Market on the Farm . You must stay until your sales report paperwork is completed with your signature, your check cannot be cut without this.

15. Tables will not be provided, but two (2) chairs will be. Each artist will be allotted floor space of one (1) 8' table.

16. Vendor/artist may arrive on site the day of the show to set up no earlier than 12:00 pm. Hale Farm and Village is not open on the day of the event, so only the Gatehouse Visitor Center is open for the Holiday Shopping Open House. Booths must be ready for action by 3:00 pm.

17. Vendor/artist tables will be in the space directly outside The MarketPlace at Hale Farm and Village as well as in the area by our Café. Spaces will be assigned in advance of vendor/artist arrival and the Hale Farm and Village staff will direct you to your table.

18. Only The MarketPlace at Hale Farm and Village and the Gatehouse Visitors Center will be open during this event. Vendor/artist and/or guests cannot access the rest of the museum.

19. Light beverages and snacks will be provided for the vendors/artists.

20. All vendors/artists will be required to complete a W-9 form when accepted in order to participate in the show.

21. Upon acceptance please provide a short description and three to five pictures electronically in jpeg format to promote the show. Please send to [jmueller@wrhs.org](mailto:jmueller@wrhs.org) upon acceptance.

22. A copy of the event flyer will be provided when accepted into the show for you to forward via email or to print out hard copies. Your partnership in marketing this event will help make it a success for everyone.

23. Directions to Hale Farm and Village will also be sent to you upon acceptance.

24. Hale Farm and Village contact information for the event: John Mueller, Retail Sales Manager; 330-66-3711, ext. 1736; [jmueller@wrhs.org](mailto:jmueller@wrhs.org).

# CONDITIONS OF THE SHOW

25. A copy of the application and agreement must be received no later than August 31, 2018. Mail to: PO Box 296, Bath, Ohio 44210, attn: John Mueller or email to [jmueller@wrhs.org](mailto:jmueller@wrhs.org). All accepted parties will be notified by September 14, 2018. Only those accepted will be notified.

This will be the third annual Holiday Market on the Farm shopping event. This application and agreement covers the 2018 Holiday Market on the Farm. Our Western Reserve Historical Society membership is currently around 2,200 households. They will be invited in the Western Reserve Historical Society e-newsletter. Hale Farm and Village will also promote this event via ads, website and social media. Artists/vendors are expected to promote the event through their marketing outlets, as well. Hale Farm & Village will provide approved content.

I/we the applicants have read the Conditions of the Show attached to this application and agree to the conditions. I/we agree to assume full responsibility for my property during the show. In addition I/we do expressly release The Western Reserve Historical Society from any and all liability for any damage, injury, or loss of any person, business or property which may arise from the occupation of the exhibit space by the applicant, and agree to hold and save the Western Reserve Historical Society harmless of any damage, injury or loss during the show. I/we understand that photos will not be returned. If this application is accepted, I/we give permission to use my name, business name, photos, item prices and images taken of me or my items for any and all purposes. I/we agree to all of the Conditions of the Show.

Applicant Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_