



Teddy Bear Festival

October 20 & 21, 2017
Decades Event Center, 1208 Grand Ave.,
West Des Moines, Iowa

Office Use Only:
Accepted: _____
Paid: _____

Exhibitor Contract

Name

Business Name

City/State/Zip/Country (if not USA)

Personal Phone

Business Phone

Email

Website/Blog URL

Iowa Sales Tax Number *

Assistant Name (for badge)

This is an application to exhibit at the First Annual Teddy Bear Festival. Your exhibitor fee includes a badge for you and one assistant, one exhibit space**, two chairs, and listing on our website and in social media promotions. Requests for additional tables will be honored as available for an additional fee.

***Sales Tax** - 6% Iowa sales tax must be collected. As of July 1, 2016, temporary tax permits are no longer issued. Vendors who used temporary permits in the past should apply for a permanent Iowa tax permit. Complete and submit the Iowa Business Tax Registration form at: <https://tax.iowa.gov/please-read-you-register-your-business> and include your tax number on your application form or send as soon as it is granted.

Juried Event - Acceptance as an exhibitor at this event is by invitation or by jury. This process will help us achieve a balance of high quality work in the showroom and will be to your advantage.

Photos - Please submit 3 print-quality photos of your work for the jury. Those who are accepted will then have a chance for their work to appear in promotions for the show. Also, please submit a headshot that can be used in the Exhibitor page on the website.

Cancellations: All requests for cancellation must be in writing to Prim Folk Fest and will be accepted only at the discretion of Prim Folk Fest Management. Upon such acceptance, the Vendor shall be liable for the following: Nonrefundable deposit and 60% of remaining fee from 60 to 120 days before the show, 75% from 30 to 59 days before the show, and 100% of the full contract price 29 days or less before the show.

Application Deadline: July 30, 2017 (To be included in promotional materials, deadline is May 30, 2017.)

Questions? Contact us at info@primfolkfest.com

Number of Tables ___ One = \$185.00 Total Due: _____
 ___ Two = \$350.00 Non-refundable Deposit: _____ (50%) Balance Due 7/30/2017
 ___ 10" x 10' Booth=\$375.00 Pay Now: _____ Visa Mastercard PayPal Check

Name on Account

Account# or email address for PayPal invoice

Expires

CCV#

The undersigned agrees to abide by the Showroom Rules and to fulfill all municipal, state, and federal requirements, if any, in conjunction with all sales made. In addition, the undersigned agrees to indemnify, protect, and hold harmless Prim Folk Fest and Decades Event Center, their members, officers, agents, and representatives for any personal injury, property loss, or damage of any other nature suffered by any person as a result of the operation of the Teddy Bear Festival. If for any reason it becomes impossible to hold this show and sale where and when planned due to acts of God, war, civil disorder, government regulations, disaster, strikes or curtailment of transportation facilities, this application becomes null and void without liability to Prim Folk Fest and Decades Event Center.

Signature

Date

Make all checks payable to Prim Folk Fest and return signed copy to: Prim Folk Fest, 521 Glenview Drive, Des Moines, IA 50312 or you may email a pdf to info@primfolkfest.com.

www.PrimFolkFest.com



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Sales Room Rules

- 1. Agreement To Rules And Regulations** - Exhibitors agree to observe and abide by the Terms, Rules and Regulations set forth hereafter and such additional rules and regulations made by Prim Folk Fest (PFF) Management from time to time for the efficient or safe operation of the event.
- 2. Show Dates And Hours** - Dates and hours for installing, showing and dismantling exhibits shall be those specified by PFF Management. All exhibits must be open for business during exhibit hours and no dismantling or packing may be started before the official close of the salesroom. ANY ARTIST WHO DISMANTLES OR PACKS UP BEFORE THE OFFICIAL CLOSING WITHOUT HAVING WRITTEN PERMISSION IN ADVANCE FROM PFF MANAGEMENT MAY FORFEIT THEIR RIGHT TO EXHIBIT AT FUTURE SHOWS. Exhibits must be broken down and removed from the building by 5 p.m. on the last day of the sale.
- 3. Displays And Decorations** - No exhibit shall exceed 10 feet in height. No signs, advertising devices, or merchandise shall be displayed on the floor, in the aisles, on the walls behind tables, or project above or beyond limits of exhibit space. A free-standing backdrop is allowed. Exhibitors must not deface furniture, fixtures or building surfaces in any way through the use of nails, tacks, staples, tape, glue, paint, etc. No exhibit merchandise, equipment, trunks, cases, or packing material shall be brought into or out of exhibit space during exhibit hours. Table skirting provided. Artists must provide a table top cover to fit a 6 foot table.
- 4. Artist Sales Tables** - Artist may sell only his/her own artist made pieces and/or manufactured pieces made with his/her own designs. Other items depicting his/her work or logo may also be sold. Items not featuring the artist's own original work or logo may not be sold. Artists sharing a table must be approved by PFF Management. Artists without a sales table will not be allowed to sell their work in the salesroom aisles.
- 5. Fire Rules** - Fire Exits may not be blocked at any time during setup, breakdown, or show hours. No smoking is permitted in the building.
- 6. Exhibitor Conduct** - Exhibitor shall abide by all rules of the Show Building. Behavior or articles that interfere with the activities in or obstruct access to neighboring displays or impede aisles is prohibited. Devices making noise are prohibited.
- 7. Limitation Of Liability And Indemnity** - Neither PFF Management nor the Show Building nor any of its officers, agents, employees or other representatives shall be held liable for, and same hereby released from liability for any damage, loss, harm, or injury to the persons or property of the Exhibitor or any of its officers, agents, employees, or other representatives, resulting from theft, fire, water, accident, denied credit card, checks written on account with insufficient funds, or any other cause.
- 8. Admission Policy** - Salesroom is open to the public during public show hours. Only registered dealers and immediate family members or their pre-registered helper.