

Arts & Crafts Fair Vendor Application Form
Mesa Historical Museum
Saturday, November 19, 2022, 9 am to 4 pm

Individual Name: _____

DBA / Company Name (if applicable): _____

Mailing Address:

Phone: _____

Email: _____

Website or Instagram: _____

State TPT License Number (**required**): _____

Type of products:

- ☐ Fine Art
- ☐ Handmade Jewelry
- ☐ Local Artist Crafts
- ☐ Clothing/Fabric/Weaving
- ☐ Art/Paintings/Canvas
- ☐ Food
- ☐ Pottery
- ☐ Photography
- ☐ Woodworking
- ☐ Sculptures
- ☐ Other _____

List of items to be sold:

Exhibitor agrees to pay the following booth rental fee (check one):

_____ Outside (10'x10') Single Space \$35.00

_____ Outside (10'x20') Double Space \$70.00

NOTE: Vendors are responsible for bringing their own table, chairs, and tent/canopy.

**If bringing your own tent/canopy, weights are required.*

**We do not have electricity available.*

****Silent Auction: As part of the fundraiser, we are asking each exhibitor to consider donating an item to be used in our silent auction. Funds raised from the silent auction will benefit educational programming at the Mesa Historical Museum.**

For the application to be considered, the following must be included: Please complete the Vendor Application form. Please sign the Terms and Conditions document.

Payment: Method of Payment: Check Visa MC Discover AMEX Cash

Total Payment Enclosed: _____

Name on Card: _____

Credit Card #: _____

Exp. Date: ____/____/____ CVV: _____ Zip Code: _____

Cardholder's Signature: _____

You can mail applications and/or payment to:

Mesa Historical Museum | PO Box 582 | Mesa AZ 85211

**Please make checks payable to the Mesa Historical Museum*

Payment must be received to hold your spot

By completing an Arts & Crafts Fair application, you are certifying that you have read the Terms and Conditions and will adhere to all rules and policies herein.

Thank you for your interest in the Mesa Historical Museum's Arts & Crafts Fair. Your registration will be confirmed by email within two weeks of the time we receive it. Please contact us if you have not received notification. For more information, please email Susan Ricci, Director of Mesa Historical Museum at Exec@mesamuseum.org or call at (480) 835-2286 ext. 101.

***Completed application does not guarantee admittance as a vendor to our Arts & Crafts Fair. Our committee will review your application and determine if it is appropriate for our event. You will be contacted within two weeks. If you are accepted, we will contact you and let you know before we run your credit card information.*

Arts & Crafts Fair Terms and Conditions

1. Setup/ Break Down: All Exhibitors must be set up and ready to sell by 8:45 am the day of the Arts and Crafts Fair. Exhibitors may begin setting up at 7:30 am the day of the Fair. Break down can start no sooner than 4:00pm on Saturday and must be completed by 5:00 PM.

No vendor is to close before the official closing time unless otherwise approved by the museum Director. Unauthorized early closing will result in not being invited back to future Arts & Crafts Fairs at the museum. Sellers are responsible for their selling spaces. *Before

leaving, be sure your area is clean and trash-free.

2. Staffing: Exhibitor tables/ booths must be manned at all times and intact until the show closes at 4 p.m. The Mesa Historical Museum is not responsible for merchandise or display materials.

3. Exhibitor Items: Items for sale at the Exhibitor's booth must be predominantly **handmade** by the Exhibitor.

4. Exhibitor Responsibility: Exhibitor will be fully responsible for any loss or damage to his or her property by theft, fire or casualty. The Mesa Museum expressly disclaims any responsibility for the same. Exhibitors shall be responsible for any damage which may be incurred to the facilities as a result of or in connection with its operation. Each exhibitor is responsible for the conduct of their employees and/or representatives and activities must not detract from the image or welfare of the fair.

5. Exhibitor Spaces: Exhibitor spaces will be assigned. Placement, flow and competition will be taken into consideration to provide the best experience for fair attendees. If you have special space needs, please discuss it with the Director ahead of time.

6. One Business per table: Only one (1) business per table; space may not be sublet or shared without prior approval of an authorized staff of the Mesa Historical Museum.

7. Payment: The full payment is a non-refundable registration fee for the selected space and is due with the submission of this agreement.

8. Tables & Chairs: Each Exhibitor may furnish his or her own chairs, tables, stands, tent or canopy. All tents and canopies must be secured to the ground using weights/ sandbags in case of windy weather. Any and all furnishings must stay within your allotted space.

9. Cancellation of space: Application fees are not refundable. Mesa Historical Museum is not liable if weather or other conditions prevent the Exhibitor from attending and fulfilling the contractual obligation as an Exhibitor. No refunds will be made for weather, accident, health or other causes for non-participation.

10. Indemnification: Exhibitor agrees to indemnify and hold harmless the Mesa Historical Museum from and against any loss, expense, claims, damages, causes of action, injuries, suits or damages, suits to person or property, including attorney's fees, arising out of or related to the operation of the Exhibitors at the Mesa Historical Museum Arts and Crafts Fair.

If you agree to these terms and conditions, please sign:

Signature: _____

Name (Printed): _____

Date: _____