



<b><u>What:</u></b> Support the Jay Community Center's Annual Campaign by taking advantage of our Vendor Shows	<b><u>When:</u></b> (Please check fall, spring, or both) Spring <input type="checkbox"/> Fall <input type="checkbox"/> Saturday April 18th 2019      Saturday September 19th 2019 9:00 AM – 3:00 PM      9:00 AM – 3:00 PM
<b><u>Where:</u></b> The Vendor Show will be held inside the Jay Community Center's air conditioned / heated 36,000 sqft facility.	<b><u>Cost:</u></b> 5'x8'-\$25    10'x10'-\$45    20'x10'-\$75 Mail Registration or Pay by Card over the Phone

Primary Product Brands will be first come first serve. We will only allow one per show (examples: Thirty-One, Young Living, Norwex, etc). You may email Alicia Horn at ahorn@jaycc.org to see if we have another vendor. All Vendors selling food must have a permit. If you have any questions about a permit please contact the Jay County Health Department, Nancy Armstrong, at 260-726-8080.

### **Vendor Information:**

Full Name \_\_\_\_\_ Email \_\_\_\_\_  
 Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Cell Phone \_\_\_\_\_  
 Best Way To Contact you (circle one):    Call                      Text                      Email

#### **Booth Size**

#### **Rate**

#### **Exhibitor Requests:**

5'x8'

\$25

Need More Room? Contact JCC for your special requests

10'x10'

\$45

\*\*\*One chair will be provided at each booth. Vendors are

20'x10'

\$75

responsible for bringing their own tables\*\*\*

### **Product Selling:**

### **Special Requests:**

### **Payment Info:**

Please mail your check or credit card info to reserve your space. Space will not be reserved until payment in full is received.

Name as it Appears on Card: \_\_\_\_\_ Address: \_\_\_\_\_  
 Zip Code \_\_\_\_\_ Credit Card Number: \_\_\_\_\_ Expiration: \_\_\_\_\_ 3 Digit Code: \_\_\_\_\_



### **Terms & Conditions:**

1. Setup / Break Down: Show will open at 9 am and end at 3pm. Exhibitors may set up the day before from 5:00pm-9:00pm and the day of from 6:30am-8:30am. Vendors are responsible for their selling spaces.
2. Staffing: Vendor Booths MUST be manned
3. Vendor Responsibility: Vendor will be fully responsible for any loss or damage to their property including fire and/or theft. Vendors are responsible for any damage which may be incurred to the facilities as a result of or in connection with its operation. Each vendor is responsible for the conduct of the representatives operating the booths and activities must not detract from the image or welfare of the Jay Community Center.
4. Exhibitor Spaces: Exhibitor spaces will be assigned by JCC staff. If you have special requests, please include your request with your application. Spaces are on a first come, first serve basis. Vendors must ensure that none of their booth extends beyond the space they have booked.
5. Acceptance: The Jay Community Center reserves the right to decline any application if it deems such action to be in the best interest of JCC
6. Payment: All payments are non-refundable for the requested space and is due with the submission of this agreement.
7. Tables and Chairs: Vendors are required to furnish all booth needs except for the one chair provided by JCC.
8. Indemnification: Vendors agrees to indemnify and hold harmless the Jay Community Center 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 Jay Community Centers Vendor Show.
9. Hold Harmless: By Participating in the Jay Community Center's Vendor Show, I agree to hold harmless & release the center, directors, officials, & volunteers from any & all liability related to this event JCC reserves the right to use photographs for any promotional material.

Name (printed) \_\_\_\_\_ Vendor Signature \_\_\_\_\_ Date \_\_\_\_\_

**Office Use Only:** Fee Paid (Y/N) Amount: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Check No. or Cash: \_\_\_\_\_ Employee: \_\_\_\_\_ Receipt #: \_\_\_\_\_