

Althoff Summer Artisan Art and Craft Fair Agreement
June 3, 2023
Althoff Catholic High School, 5401 West Main St, Belleville, IL, 62226

The Vendor agrees to abide by the following: (READ CAREFULLY)

- The Summer Artisan Art and Craft Fair selling hours are 8:00 am to 2:00 pm in Heritage Hall of Althoff Catholic High School.
- Vendor may begin to set-up at 7:00 am and should be fully set up by 8:00 am.
- Vendor is required to check in with Althoff upon arrival, no exceptions.
- Vendor may begin to tear down at 2:00 pm and should be fully cleaned up by 3:00 pm.
- Vendor must set up before event begins and clean up area once event ends at 2:00pm. All items should be removed from the area no later than 3:00 p.m. on Saturday, June 3rd. Before leaving, booth space should be left in the same condition as it was upon arrival. Trash and other debris may not be left behind. If a booth area is not cleaned properly Vendor could risk attendance at future events held at the location and by Althoff. Trash cans are provided at venue.
- Vendor is responsible for following the laws of the State of Illinois, St. Clair County, and City of Belleville for taxes, applicable licenses, and appropriate insurance. Vendor is responsible for their own sales transactions, including making change and processing of credit card transactions. Vendors selling food products must follow regulations pertaining to labeling, packaging and storage of eggs, meat, cheese, jams, jellies, honey, baked goods, etc.
- Althoff is permitted to randomly inspect products offered for sale.
- Vendor is expected to fairly price their goods. Complaints by other vendors will result in a review by Althoff, and unless corrected, Vendor may be asked to leave and forfeit their space and booth fee.
- Vendor must prominently display prices of all items offered for sale.
- Any vendor caught selling stolen, counterfeit, black market, illegal merchandise of any kind or any food or beverages, is subject to having said merchandise confiscated, face arrest by local authorities, immediate eviction from the event and loss of selling privileges without a refund.
- Selling of animals, adult-oriented items, gas filled balloons, guns, ammunition, other dangerous items, alcohol, drugs or drug paraphernalia are prohibited. This event is family friendly.
- Booth spaces cost \$50 per space and come with one 10-foot table and two chairs provided by Althoff. Booth spaces with electrical access cost an additional \$10 fee and will be provided first come first serve. Booth spaces are for product purposes only.
- Vendor should bring all needed display props, hanging materials and/or supplies necessary for booth. Vendors must provide their own set up items for the event and extension cords if needed. Vendors may not run any extension cords to spaces without prior approval from Althoff.
- Vendor may not physically alter the area in any manner, including putting any nails or objects into walls or floors. Vendor must keep all set up equipment and product within the designated boundaries to avoid interference with other booths.
- Excessive noises (such as stereos, radios, televisions, shouting, amplified voices) will not be allowed.

Make checks payable to Althoff Catholic High School

Signed form and check to: Althoff Advancement Dept., 5410 W Main St, Belleville, IL, 62226 by 5/31/23

- Althoff will make every effort to not place similar items next to each other.
- Vendor will not be allowed to be moved following final assignment of booth space, as this will result in several vendors being relocated.
- Althoff will not permit more than one direct sale or MLM vendor per company at event.
- Vendors are to be respectful to event staff, customers and other vendors. Meaning no bad-mouthing other exhibitors for any reason and being respectful to customers and event staff. No crying out or "hawking" of products will be allowed. Those who violate this will be asked to leave the event and not return.
- Althoff cannot guarantee the amount of attendance or number of shoppers at the event. Althoff will promote the event through social media, email marketing, marquee signage, and other appropriate methods. Vendor must also advertise and promote the event to the best of their ability as fair attendance is reliant on advertisement by Althoff and the vendors who attend.
- Vendor relieves Althoff of all responsibility in connection with the safekeeping of their property while said properties are at this fair. Althoff will provide no insurance; any insurance must be placed and paid for by the Vendor.
- Althoff is not responsible for the theft or damage to any Vendor products.
- Booth space allocated under this agreement is for the Vendor who signs the agreement and may not be sub-leased to other parties.
- No smoking in or near the buildings.
- Vendor must enclose the \$50 booth fee for booth space with this signed agreement to reserve booth space. Agreement and booth fee must be received no later than 05/31/23.
- If for any cause whatsoever it becomes impossible, including inclement weather, to have the fair, Vendor understands this agreement is terminated and Vendor will waive any and all claims for damages.
- If event is canceled by Althoff a refund of booth fee will be issued via check.
- If Vendor cancels their attendance a refund will not be given.
- Vendor understands reservations will be confirmed by email, and space is not confirmed until receipt of email. No refunds will be made unless the application is not accepted.
- Vendors must keep open, timely communication with Althoff leading up to the event.

In order to limit the amount of duplicate products, please list all items you are bringing to sell (please write clearly and give as much detail as possible):

I agree to hold Althoff harmless from any injuries to myself, people working for me or any damage or loss to any of my property. I hereby make application for booth space for sale purposes at Althoff's Summer Artisan Art and Craft Fair on June 3, 2023, and agree to abide by the conditions herein:

Signature_____Date_____

Printed Name_____Email_____

Company Name_____Phone_____

Office Use Only: Date Received_____ Fee Received: Yes ____ Date Received_____

Date of Confirmation Email_____