



# Vendor Application

**SHOW DATE(S)**

October 3-6, 2019

**LOCATION(S)**

**Fall Spooktacular Crop**

Quality Inn – West Branch, MI

All vendor applications are reviewed on a first come, first serve basis. You will be notified within 48 hours of receipt of your application at the Great Lakes Scrapbook Events office. Deposits must accompany your signed Vendor Application. If you are not selected for the event, your payment will be returned in full. Items noted with an asterisk will appear on web site and printed material, unless otherwise noted by you.

Business Name*	Website Address
Address	City State Zip
Contact Name	Telephone #
Email Address	Fax #

**PRODUCT DESCRIPTION(S)** Provide information about your company and product offering. This will be posted on-line and on printed material. Include all products available at show. Product duplication between vendors is permitted, with the exception of home-based consultants (e.g. Stampin' Up, Close to My Heart, Creative Memories, Heritage Makers, etc.)

Vendor is required to offer FREE product demo/make-n-take project to registered croppers at pre-established times.

<b>PRODUCT DEMO(S)</b> List product / technique demonstrated at your booth.	<b>CROP PARTY OFFER:</b> List cropper special or discount for crop party guests only

**NAME OF INDIVIDUALS PARTICIPATING AT THE EVENT** List names exactly as they should appear on identification badges.

1. _____	2. _____
3. _____	4. _____

<p><b>Booth Space:</b> A minimum of one table (6' or 8' depending upon availability at the facility), 1 chair, electrical, internet, meal/beverage package for ONE; meals include Friday and Saturday lunch and dinner. Lodging is available by direct reservation with the facility. Lodging rates are the same as for guests.</p>	<input type="checkbox"/>	\$150	<p><i>List Other Booth Needs: Quote will be provided</i></p>
<p><b>Additional Meal Package per person:</b> Friday and Saturday</p>	<input type="checkbox"/>	____ x \$100	
<p><input type="checkbox"/> <b>TOTAL AMOUNT DUE</b> (Payment in full with application)</p>	<input type="checkbox"/>	\$	

**METHOD OF PAYMENT** (contracts without payment or signed Vendor Application will not be processed)

Company Check  
  Money Order  
 Make checks payable to Scrapbooks Mega Meet, LLC.

MasterCard  
  VISA  
 Amount charged \$ \_\_\_\_\_

Credit Card Account number (all digits) \_\_\_\_\_ Exp. Date \_\_\_\_\_ CVV # \_\_\_\_\_

Credit Card Billing Street Address: \_\_\_\_\_ City, State, ZIP \_\_\_\_\_

Print Name on Credit Card: \_\_\_\_\_ Signature \_\_\_\_\_

SCAN AND EMAIL COMPLETED APPLICATION TO [KATE@MEGAMEET.COM](mailto:kate@megameet.com) OR MAIL TO PO BOX 621, HARTLAND, MI 48353 OR FAX TO 734-758-0183

**SPACE RENTAL REQUIREMENTS**

Included in the space rental charge:

- One table, chair, electrical, internet
- Meal/beverage package for ONE
- Internet listing of your participation in the event
- A link to your website from Great Lakes Scrapbook Events, LLC website.
- Additional services/material available by order and additional fees apply.

Prizes Each vendor is required to contribute at a minimum of TWO prizes, with a minimum retail value of \$10.00. The prizes cannot be closeout products/must have been released within the past 18 months. Goody bag items are optional but request, at a minimum, a coupon for CROP participants to shop at your booth.

Supplies Each vendor is required to stock their booth with scrapbook supplies/tools available for sale during crop room hours beginning at noon on Friday through at least 8pm on Saturday . Each vendor will be asked to list their product line(s) for sale prior to the event.

Event Hours Event hours are subject to change based on facility contractual agreements. Our target hours are listed below, hours may vary.

Set-Up Hours: Friday 9a to noon

Vendor Hours: Friday Noon-closing, Saturday 10a to 8p

Breakdown Hours: Saturday after 8p VENDORS ARE WELCOME TO CONTINUE SALES THROUGH SUNDAY – BUT IT IS NOT REQUIRED.

Lodging Accommodations Vendors will be responsible for making their own lodging reservations. Negotiated rates are available on-site.

Promotion Each participating vendor is required to promote the Great Lakes Scrapbook Events in their customer communications (e.g. store, newsletter, website). Promotional material will be provided by Great Lakes Scrapbook Events, upon request. Vendors may choose to sponsor special events/contests or other activity mutually agreed upon. Contact us for details.

Payment Options Vendors must be able to accept payment from guests in the form of Cash, Check or Credit Card, and be able to provide appropriate receipts. The vendor can require payment at the time of each purchase, or arrange a tally sheet and take payment at the end of the vendor hours.

**VENDOR GUIDELINES**

- All exhibits must be professional in appearance. Exhibits must be staffed during the event hours.
- Vendors must protect the convention facility and property from damage done by the vendor, its employees, representations and agents. Nothing may be tacked, nailed, taped, glued or in any way attached to the conference center property. The vendor will assume any repair cost incurred to repair such damage. No combustible materials or decorations shall be used. All material must be flameproof. Vendor hereby agrees to accept full responsibility for all and full compliance with National, State and City regulations in the provisions and maintenance of adequate safety devices and condition for operation.
- No helium balloons allowed.
- Exhibit space may be shared with another company only after prior approval by Great Lakes Scrapbook Events.
- Great Lakes Scrapbook Events reserves the right to dispose of unpaid space and the right to dispose of space that is contracted and paid for, but which is not set-up during the event set-up time; unless prior arrangements have been agreed upon with Great Lakes Scrapbook Events management.
- Recommend vendor cover product during non-show hours.

Acceptance of this contract binds us to the payment as set above. No refunds within 44 days of the event. We understand that GREAT LAKES SCRAPBOOK EVENTS Management reserves the right to: demand release of our space for failure of ourselves or our representatives to conform to the rules: reassign space; offer requested space when available; and reject any and all applications.

Great Lakes Scrapbook Events, its officers, agents and employees expressly disclaim any and all liability for any loss, damage, or injury to person or property sustained by a vendor, his agents or any other person, cause by fire, theft, water, accidents or in any other manner, whether caused by an act or failure to act, either intentionally or negligently caused by conduct of Great Lakes Scrapbook Events, its officers, agents and employees, or by any other party or parties.

The undersigned vendor hereby agrees to fully indemnify and hold forever harmless Great Lakes Scrapbook Events, its officers, agents, and employees for any loss, damage or injury suffered by a vendor, his agents, or any other person, caused by fire, theft, water, accidents or in any other manner, whether caused by an act or failure to act, either intentionally or negligently caused by conduct of Great Lakes Scrapbook Events, its officers, agents and employees, or by any other party or parties.

Great Lakes Scrapbook Events assumes no liability for willful violation of this policy by other vendors. With my attendance of this event, I realize that I and/or my products may be included in publicity photos in future promotional material. I hereby give my consent to the event's producers to use any such photos and/or comments.

**VENDOR AUTHORIZED SIGNATURE**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

**COMPLETED BY GREAT LAKES SCRAPBOOK EVENTS**

Date application received \_\_\_\_\_ Time received \_\_\_\_\_

Contract Accepted by GREAT LAKES SCRAPBOOK EVENTS Management Authorized Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

- Prior approval is required from Great Lakes Scrapbook Events Management to distribute any vendor sponsored events.

**VENDOR PAYMENT / CANCELLATION TERMS**

A full payment must accompany the application. If you pay by credit card you agree not to dispute the charge against your credit card for the amount listed on the contract. By furnishing the required signature you are authorizing the charge against your credit card for the requested deposit and balance. A representative of your company will be asked to sign all credit card slips upon arrival at the show. If the Vendor does not meet the policy or terms of completed vendor forms, Great Lakes Scrapbook Events management reserves the right to cancel an exhibitor contract and retain any and all payments made by vendor. Cancellation requests must be made in writing and refunds will be made according to the following schedule: cancellation 60 days prior to event, all vendor fees will be returned, with the exception of a \$25 administration fee; cancellations 45-60 days prior to event will be refunded 50% of vendor fees; cancellations within 44 days of the event will receive no refund. Great Lakes Scrapbook Events reserves the right to administer a \$35.00 fee for returned checks. All returned checks must be replaced with a certified check, money order, or valid credit card.

**EVENT CANCELLATION / ACTS OF GOD**

The management of Great Lakes Scrapbook Events and Facility will not be responsible if the event is cancelled due to acts of terrorism, fire, tornado, or other acts of God. In the event of cancellation of event due to fire, strikes, acts of God, government regulations or any cause beyond control, the GREAT LAKES SCRAPBOOK EVENTS Management shall determine an equitable basis for the refund of such portion of vendor fee as possible, after consideration of expenditures and commitments already made. Refunds shall be made solely at the direction of the GREAT LAKES SCRAPBOOK EVENTS Management.

**SHIPPING**

Vendor is responsible for making inbound and outbound shipping arrangements. If assistance is needed, please contact the Facility.

**LIABILITY, SECURITY AND INSURANCE**

Vendors must obey all policies set by the Facility, the City Fire, and Police departments, and Great Lakes Scrapbook Events. If provided by the Facility, smoking will only be allowed in designated smoking areas. Great Lakes Scrapbook Events and the Facility shall have no liability whatsoever to any vendor for any personal injuries, whether suffered by a vendor, their employees or invited business associates; nor any liability for loss or damage resulting from any cause to the property of the exhibition, vendor employees or business associates. Each vendor, in making application for vendor space, agrees to protect, indemnify, and hold harmless the Great Lakes Scrapbook Events and Facility from any and all claims, liability, damage, or expenses asserted against them or incurred by them as a result of, or in connection with, any loss of or damage to property, or injury to persons results from, arising out of, or in any way connected to the negligence or wrongful acts of the vendor, their agents or employees for any injury to persons or damage to property Great Lakes Scrapbook Events and Facility shall in no case be liable to any vendor for any lost profits, sales or business opportunities or any other type of direct or consequential damages alleged to be due from a breach of this contract. It is understood and agreed that the sole liability of Great Lakes Scrapbook Events and Facility to the vendor for any breach of this contract shall be for the refund of amounts paid by the vendor. It shall be the responsibility of each exhibitor to maintain insurance coverage against injury to persons or damage to or loss of property or to meet its obligations under this agreement, in such amounts as the vendor deems adequate, including move-in and move-out dates at his or her own expense. Insurance protection will not be offered by Great Lakes Scrapbook Events or Facility.