

2018 Jim Butler Days Craft Fair

Vendor Space Reservation Form

Date of Event: Saturday, May 26, 2018 10AM – 4PM; setup 8AM -10AM

Location: Tonopah Convention Center

Fee: \$25 per 6ft table space; \$25 deposit

Confirmation: Confirmation will be mailed or emailed as requested, after we have received your completed reservation form & deposit. Space location map will be available 9AM, Friday, May 25.

Reservation Deadline: *Friday, May 18, 2018*

Mail this form along with check or money order to:

Jim Butler Days Craft Fair

c/o PO Box 1303

Tonopah, NV 89049

payable to: Tonopah Senior Project Council

Form and payment may also be hand delivered to the Tonopah Senior Center,

#1 Senior Center Drive, Tonopah NV Mon – Fri, 8:30AM – 1:30PM

Name: _____ Phone _____

Group/Org. represented: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Email Address: _____

Need Electricity _____ Y _____ N Confirm by: Mail _____ Email _____

Number of 6ft-table spaces _____ x\$25= _____ How many chairs? _____

Special Requests: _____

Description of items to be sold: _____

I agree to abide by the rules/info set forth on both sides of this form. I understand that the JBD Committee, Tonopah Senior Project Council and other entities are not responsible for loss or damages, personal injury or theft at the event. I also understand that I am responsible, and will held liable for any damages that I may cause while on the premises.

Signature

Date

QUESTIONS?

Contact Organizers: Janet Hatch 775-482-4006 or

Jessica Sorrell 8:30–1:30 M-F 775-482-6450

<mailto:tonopahseniorcenter@frontier.com>

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Vendor Information and Rules

1. \$25 deposit must accompany this reservation form. First come, first served.
2. Reservation/payment is a commitment to show. Please notify Organizers if you are unable to attend. Understand that this is a fundraising event for the Tonopah Senior Project Council (Tonopah Senior Center), therefore **no refunds** will be issued.
3. Sign in with Organizers and pay any remaining balance due by 10AM, day of event (*Organizers: Janet Hatch or Viola Whipperman, Co-Chairs, JBD Craft Fair Organizing Committee, Tonopah Senior Project Council*)
4. All booths must be completely set up by 10AM on the day of the event.
5. Each vendor will donate an item for a raffle prize to be awarded at the event.
6. Personal items must be kept under tables. Display racks and tables shall be kept neat and aisles kept unobstructed. Tablecloths/skirts are encouraged.
7. For safety reasons, children must be supervised constantly (not allowed to roam freely, etc.) or removed at Organizers request.
8. No pets allowed.
9. Booths are *not* to be broken down prior to 4PM without permission from the Organizers. Exception: vendor sells out.
10. Each vendor is responsible for thorough cleanup of your booth and surrounding area immediately after the event. Please dispose of trash properly. Take down all displays and remove all empty boxes/bags/etc. There is another event in the Convention Center at 5PM, so your cooperation and help is imperative to prepare for the next event!
11. This is a family oriented event. The Organizers and/or JBD Committee reserve the right to remove items deemed improper by said Committees. No items of a sexual, immoral, illegal or offensive nature are permitted, including any marijuana related items.
12. Please be aware that regarding national brands, more than one vendor may rent space at this event. If this occurs, we will try to locate those vendors apart from each other.
13. Each vendor is responsible for any required sales taxes, permits and/or business licenses. JBD Committee and/or Tonopah Senior Project Council assume no liability for any fines, etc. related to these issues.

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