

Gathering of Gifts

Crafts & Merchandise show

November 18, 2023

Exhibit space will be available to businesses on a first-come, first serve basis. **Last year vendors are given reservation priority until September 1, 2023.** Thereafter, vendors providing the same products will be limited on a first come first serve basis, as we intend for this event to offer a variety of gifts for shoppers. Door prizes will be given out and announced from our main entrance desk.

For more information, contact Stacie @ 419-663-6775 x1028, or send an e-mail to [sstrecker@norwalkoh.com](mailto:ssstrecker@norwalkoh.com). Your reservation will be confirmed, as soon as the registration agreement is received. All contracts and fees must be received by October 2, 2023. Thereafter, late registrations will only be accepted on a space available basis.

Registration Agreement

Complete and return this form by October 2, 2023

Mail to: Norwalk Parks & Recreation Dept.
Attention: Stacie Strecker
100 Republic Street
Norwalk, OH 44857

Event Information:

November 18, 2023 9:00 – 3:00 PM
Ernsthausen Community Center
100 Republic St. – Norwalk, OH

Company Name _____

Contact Person _____ Title _____

Address _____ City _____

State _____ Zip _____ Phone _____ Fax _____

Email _____ Website _____

Description of product(s): _____

\$ _____ \$20 Table top rental
\$ _____ \$35 Booth rental
\$ _____ \$40 Booth w/electricity rental
\$ _____ \$8 Table rental
_____ # of chairs (up to 2 per space)

\$ _____ **Total Due**
(Make checks payable to 'City of Norwalk')

- ~Table top rental is space to display on one 6' ft table top only (no floor space, table not included)
- ~Booth space size is 10'x10'
- ~There are a limited number of electric accessible spaces (electric cords will NOT be provided)
- ~Tables will be available upon request for an additional fee (limited supply)
- ~Vendors are required to furnish a floor length table covering
- ~New exhibitors will be required to send two colored photographs
- ~Each exhibitor is required to donate a door prize and vendor donating announced at show
- ~Each exhibitor required to have cash & carry items available the day of event
- ~Vendors canceling after October 2, 2023 will be refunded ½ fees paid (no refunds after 11/1)
- ~Wireless Internet is now available in the facility

I/We hereby acknowledge this registration to be read and agree to abide by all show terms and regulations established by the Norwalk Parks & Recreation Department/City of Norwalk outlined on the back.

Signature: _____

Date: _____

Office Use: Total _____ R# _____ Pay Type _____ Date _____ Space # _____

(over)

Gathering of Gifts Show Regulations

EXHIBIT SPACE

Check-in

- All exhibitors MUST check-in Friday, November 17 between 3:00-8:00 P.M.
- If an exhibitor cannot make the set time Friday, you must call and notify the program coordinator to make arrangements.
- A registration table will be set-up at the loading doors during set-up times only.
- In the event a vendor will be changing workers through shifts, all booth workers need to be pre-registered on the check-in sheet. All workers will enter the north side doors during set-up times and check-in at the registration table. Thereafter, workers will enter main doors and check in at front desk.
- Exhibit badges will be handed out during Friday set-up.
- Each vendor will be given up to **2** badges for workers. If there will be a change of workers through shifts, these badges are to pass on from one shift to the next.

Set-up

- All set up Friday, November 17 between 3:00-8:00 P.M.
- Final preparations only Saturday, November 18 from 7:00-8:30 A.M.
- Vendors are to use **the north** side parking lot & doors for set-up.

Booth display & Door Prizes

- Each exhibitor is required to have cash & carry items available at their table.
- Each exhibitor is required to donate one item to be used as a door prize. Door prize items should be at least \$8 in value.

Staffing

- Vendors must have space staffed at all times. Failure to comply may result in expulsion from future shows.

Parking

- All vendors & workers are to park in the north side parking lot the day of the show. All other lots are reserved for public parking.

Security

Norwalk Parks & Recreation staff will be present, but that does not guarantee your belongings are safe.

- Please use common sense to make sure your merchandise and equipment are protected.
- Take appropriate precautions to safeguard your exhibit and its contents.
- During setup and breakdown have someone remain at your space.
- Cover and lock items on display after set up is complete.
- The show is open to the public; the responsibility for safeguarding your exhibit is yours.
- The Norwalk Parks & Recreation Department is not responsible for lost, damaged, or stolen items.

BREAKDOWN

- No early breakdowns. Failure to comply may result in expulsion from future shows.
- At the conclusion of the show, vendors are expected to dismantle and remove all materials that day by 4:30 P.M. Materials left behind will be removed and discarded after three days.

RENTAL SPACE SPECIFICS

- Only the vendor responsible for the contract may occupy the space.
- A booth space may not represent more than two businesses.
- Vendor personnel may not sell or distribute literature or operate in any space except within the confines of the rented space
- Raffles will be permitted. Each vendor agrees to obtain, at its own expense, any licenses or permits, which are required for the operation of its trade or business during the term of the show and to pay all taxes, including all applicable sales taxes, of any nature or kind that may be levied against it as a result of the operation of its trade or business in its contracted space.
- No candle burning
- Please be considerate of your neighbor, do not block their walkway or infringe on their space.
 - Vendors are required to furnish a floor length table covering
 - Please do not place purses and coats on chairs. Any merchandise placed under the tables should not be in view
- Electric
 - Outlets are limited and will be provided on a first come, first serve basis if requested on registration agreement
 - All electrical cords and wiring are to be supplied by the vendor and must be taped to the floor
 - All exhibit material must conform to fire and electrical codes of the facility
- Audio- please keep audio devices at a "tolerable" level. Devices that are disturbing to neighboring exhibits may be asked to lower, or shut off, sound devices.

LIABILITY AND INSURANCE

Exhibitors will be notified if insurance is required of them. If insurance is required, the exhibitor shall obtain at its own expense a comprehensive general liability and all risk property insurance policy acceptable to the Norwalk Parks & Recreation/City of Norwalk for the period commencing on the first move-in date and terminating on the last move-out date. The policy shall name the Norwalk Parks & Recreation/City of Norwalk as an additional insured and insure against all claims of any kind arising from or in any way connected with the vendor's presence or operations at the show.

DISCLAIMER

If the vendor, its agents, or employees cause any damages to any portion to the facility, the exhibitor will pay the Norwalk Parks & Recreation Department such sum as shall be necessary to restore the damaged area. The exhibitor agrees to indemnify and hold harmless the Norwalk Parks & Recreation Department/City of Norwalk, their directors, representatives and employees, against all claims for any loss, damage, or injury that may occur to the exhibitor's employees or property from any cause whatsoever, prior, during, or subsequent to the period covered by the exhibit registration. In case the show is canceled, does not open in a timely manner or must be prematurely closed due to fire, or other cause, the vendor waives any claim for damages or compensation except for the prorated return of the amount of the space.