

Date Received: \_\_\_\_\_



Contract Number: \_\_\_\_\_



AC: \_\_\_\_\_ CP: \_\_\_\_\_ CMPT: \_\_\_\_\_ PKT: \_\_\_\_\_



# 37th Annual Tour Spring 2019 EXHIBITOR CONTRACT

Please Leave Blank - For Office Use Only	
SIZE	ASSIGNED SPACE #
OM _____	OM _____
MN _____	MN _____
CH _____	CH _____

Exhibitor Name: \_\_\_\_\_  
 Business Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone #'s: (Home) \_\_\_\_\_ (Business) \_\_\_\_\_ (Cell) \_\_\_\_\_  
 Website: \_\_\_\_\_ Email: \_\_\_\_\_  
 What is your art or craft? \_\_\_\_\_ Price Range: \$ \_\_\_\_\_

<b>OMAHA, NE</b> Ralston Arena March 29, 30, 31, 2019  <b>MINNEAPOLIS, MN</b> Canterbury Park 1st & 2nd Floor, Commons & Expo Center April 5, 6, 7, 2019  <b>MINNEAPOLIS, MN</b> Canterbury Park <b>Long White Tent</b> Enclosed tent structure near customer parking  <b>CHICAGO, IL</b> The Odeum April 12, 13, 14, 2019	<i>Each space includes 500 watts of electricity, 8' curtain backdrop and 3' side curtains.</i>	<b>Space Fee:</b> Single (8'x11') = \$450 1 1/2 Spaces (8'x16 1/2') = \$675	Double (8'x22') = \$900 Triple (8'x33') = \$1,350	<input type="checkbox"/> 2 1/2's also available	OMAHA COST \$ _____
		<b>Space Fee:</b> Single (8'x11') = \$450 1 1/2 Spaces (8'x16 1/2') = \$675 Do you have a <b>CURRENT MN Tax#?</b> <input type="checkbox"/> YES # _____ <input type="checkbox"/> NO (See Over) (A FEIN # or S.S. # is NOT a MN Tax #.) (If no, we will send you a ST-19 Form to apply.) Sent: _____	Double (8'x22') = \$900 Triple (8'x33') = \$1,350	<input type="checkbox"/> 2 1/2's also available	MINNEAPOLIS COST \$ _____
		<b>Space Fee:</b> Single (8'x11') = \$500 1 1/2 Spaces (8'x16 1/2') = \$750 Do you have a <b>CURRENT MN Tax#?</b> <input type="checkbox"/> YES # _____ <input type="checkbox"/> NO (See Over) (A FEIN # or S.S. # is NOT a MN Tax #.) (If no, we will send you a ST-19 Form to apply.) Sent: _____	Double (8'x22') = \$1,000 Triple (8'x33') = \$1,500	<input type="checkbox"/> 2 1/2's also available	MN WHITE TENT COST \$ _____
		<b>Space Fee:</b> Single (8'x11') = \$450 1 1/2 Spaces (8'x16 1/2') = \$675 Do you have a <b>CURRENT IL Tax#?</b> <input type="checkbox"/> YES # _____ <input type="checkbox"/> NO (A FEIN # or S.S. # is NOT an IL Tax #.) (If no, we will send you tax information.) Sent: _____	Double (8'x22') = \$900 Triple (8'x33') = \$1,350	<input type="checkbox"/> 2 1/2's also available	CHICAGO COST \$ _____

<b>Balance Due February 15th.</b> Space numbers are not given until FINAL payment, appropriate TAX numbers, & VEHICLE INFORMATION (see back), are received.	Please Leave Blank	<b>TOTAL COST: \$</b> _____
<b>Minimum 50% Deposit Due Now. DEPOSIT SENT: \$</b> _____		

EXHIBITOR CHECKLIST	
1. <b>FILL OUT</b> the vehicle information section (see back) and <b>SIGN</b> the application. (A signed yellow copy will be returned to you for your file.) 2. Send a deposit of 50% of the total space fees. Deposit will be returned if your application is not accepted. <b>THE BALANCE IS DUE FEB. 15th.</b> Return check charge is \$25.00 each occurrence. Make checks payable to: <b>HUFFMAN PRODUCTIONS, INC.</b> 3. Enclose or email <b>THREE</b> photos or a CD with photos of your work (at least two of your product and one of your display), <u>even if you have done many shows with us in the past.</u> Actual pictures (not color copies) are needed for jurying & our massive advertising campaign. 4. Enclose a self-addressed stamped envelope (with <b>TWO</b> 1st class stamps) for confirmation of acceptance or rejection. (Minimum size envelope should be large enough to return your photos or CD). 5. Send to <b>HUFFMAN PRODUCTIONS, INC.</b> , P.O. Box 655, Antioch, IL 60002. Questions? Call (402) 331-2889	<input type="checkbox"/> Check No. _____ Pd. _____ Deposited: _____ / _____ / _____ OR <input type="checkbox"/> VISA <input type="checkbox"/> MC or <input type="checkbox"/> _____ No. _____ Exp. _____ C V V# _____ <input type="checkbox"/> Please check here to give us permission to charge your <b>FINAL</b> balance February 15th. Billing address same as above? <input type="checkbox"/> YES <input type="checkbox"/> NO If not, please fill out form below: Address: _____ City _____ State _____ Zip _____

EXHIBITOR QUESTIONS	BALANCE DUE: February 15th \$
1. Did you answer the tax questions above for Minneapolis and Chicago? <input type="checkbox"/> Yes <input type="checkbox"/> No, please send me tax info. _____ 2. How many years of art/craft show experience do you have? _____ 3. How many shows do you do in a year? _____ 4. Who designs your products? _____ 5. Who makes your inventory? _____ 6. What other notable shows (besides HPI shows) do you participate in? _____ 7. How many \$1.00 discount admission coupons should we send you to give to your customers? _____ 8. Do you wholesale? <input type="checkbox"/> Yes <input type="checkbox"/> No Demonstrate in your booth? <input type="checkbox"/> Yes <input type="checkbox"/> No Facebook? <input type="checkbox"/> Yes <input type="checkbox"/> No Instagram? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Check No. _____ Pd. _____ Deposited: _____ / _____ / _____ OR <input type="checkbox"/> VISA <input type="checkbox"/> MC or <input type="checkbox"/> _____ No. _____ Exp. _____ C V V# _____ Billing address same as above? <input type="checkbox"/> YES <input type="checkbox"/> NO If not, please fill out form below: Address: _____ City _____ State _____ Zip _____

By signing below, I acknowledge that I have read & I accept the SHOW TERMS AND CONDITIONS on the front and back of this contract, INCLUDING THE CANCELLATION POLICIES.

Artist's/Crafter's Signature \_\_\_\_\_

Producer's Signature: Huffman Productions, Inc.

MINNESOTA SALES TAX EXEMPTION INFORMATION

Complete this section if you are **NOT** required to have a Minnesota tax ID number.

1. I am selling only nontaxable items, i.e. clothing or food. (Circle One)

OR

2. I am not making any sales at the event. Explain: \_\_\_\_\_

By signing the front of this contract, you declare that the information is true and correct to the best of your knowledge and belief and that you are authorized to sign this contract.

Since 1994, The **SPRING FESTIVALS & AUTUMN FESTIVALS**



Have Been Impressively Ranked **123 Times** in *Sunshine Artist Magazine's* Top 100 Classic & Contemporary Show List!

Over **4,500,000 SPRING & AUTUMN FESTIVAL** Customers Have Enjoyed the Huffman Productions' Arts & Crafts Shows!

**SHOW TERMS & CONDITIONS**

- MOVE IN TIMES for Omaha, NE, Minneapolis, MN & Chicago, IL will be from 10 AM – 9 PM on Thursday, plus 8 AM – 10 AM on Friday.
- The Producer will furnish the exhibit space in each city with an 8' high curtain backdrop (usually white) and 3' side curtains, plus 500 watts of electricity per space for lighting the display, security, aisle cleaning, and extensive advertising (TV, newspaper ads, internet ads, radio spots, banners, email blasts, Facebook & Instagram, postcards, and coupons). Exhibitor may order & pay for extra power from the electrician at each venue upon arrival.
- Insurance, which is recommended, must be obtained by each Exhibitor at his or her own expense. The Producer and The Odeum, Canterbury Park, and Ralston Arena assume no risk; and by the acceptance of this agreement, the Exhibitor expressly releases the Producer and The Odeum, Canterbury Park, and Ralston Arena of and from any and all liability for any damage, injury, or loss to any person or goods which may arise from the rental and occupation of said space by the Exhibitor, and agrees to hold and save the Producer harmless of any loss or damage by reason thereof.
- By signing this Agreement, Exhibitor agrees that the Producer shall not be liable for any claim or monetary loss of any type sustained by Exhibitor relating to the SPRING FESTIVAL and AUTUMN FESTIVAL shows arising by virtue of Force Majeure, including but not limited to strike, riot, war, civil insurrection, accidents, acts of God, government preemption in connection with a national emergency, or by virtue of any festival cancellation caused by the building owner or any third party due to circumstances beyond the control of the Producer.
- By signing this agreement, Exhibitor is agreeing not to sell import items/commercial items, kits, articles not made by the Exhibitor, and bare wood (except for pre-approved toys due to paint toxins). Exhibitor agrees to no sale or reduced price signs & no reps.
- Exhibitor will be required to follow all applicable laws, ordinances, exhibition rules and regulations, and terms of the lease between Huffman Productions, Inc. and the facility owner. Sales tax is the responsibility of the Exhibitor. Exhibitor's name and address will be given to the Department of Revenue responsible for each of the show sites.
- **CANCELLATION POLICY: A service charge of 10% of the total space fee will be charged to the Exhibitor for cancellations prior to January 15th. For cancellations occurring between January 15th and February 15th, there will be a ½ space cancellation fee. For cancellations occurring February 16th and after, there will be NO refund.**

*Please fill this out for the vehicle you will be taking to the show(s) this season.*

**VEHICLE:** (Car, Van, SUV, RV/Camper)

Year: \_\_\_\_\_ Color: \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_

License Plate #: \_\_\_\_\_

License Plate State: \_\_\_\_\_

Length of RV/Camper: \_\_\_\_\_

Do you work out of or restock from your vehicle/trailer/RV **during show hours?**  Yes  No

Where applicable, will you be paying for and hooking up to on-site power?  Yes  No

**TRAILER:**

Year: \_\_\_\_\_ Color: \_\_\_\_\_

Length of Trailer: \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_

License Plate #: \_\_\_\_\_

License Plate State: \_\_\_\_\_

Do you unhook your trailer from your vehicle once you are at the show?  Yes  No



**HUFFMAN PRODUCTIONS, INC.** • P.O. Box 655 • Antioch, IL 60002

(402) 331-2889 • Email: hpifestivals@cox.net • www.hpifestivals.com

