

Date Received: _____



Contract Number: _____



AC: _____ CP: _____ CMPT: _____ PKT: _____



41st Annual Tour Spring 2024 EXHIBITOR CONTRACT

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

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

OMAHA, NE Liberty First Credit Union Arena April 5, 6, 7, 2024 MINNEAPOLIS, MN Canterbury Park 1st & 2nd Floor, Commons & Expo Center April 12, 13, 14, 2024 MINNEAPOLIS, MN Canterbury Park Long White Tent Enclosed tent structure near customer parking CHICAGO, IL TBD	<i>Each space includes 500 watts of electricity, 8' curtain backdrop and 3' side curtains.</i>	Space Fee: Single (8'x11') = \$500 1 1/2 Spaces (8'x16 1/2') = \$750	Double (8'x22') = \$1,000 Triple (8'x33') = \$1,500	<input type="checkbox"/> 2 1/2's also available	OMAHA COST \$
		Space Fee: Single (8'x11') = \$500 1 1/2 Spaces (8'x16 1/2') = \$750 Do you have a CURRENT MN Tax#? <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 an 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	MINNEAPOLIS COST \$
		Space Fee: Single (8'x11') = \$550 1 1/2 Spaces (8'x16 1/2') = \$825 Do you have a CURRENT MN Tax#? <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 an ST-19 Form to apply.) Sent: _____	Double (8'x22') = \$1,100 Triple (8'x33') = \$1,650	<input type="checkbox"/> 2 1/2's also available	MN WHITE TENT COST \$
		Chicagoland Area Show TBD – We will send out a separate application if we are able to have a 2024 Spring Festival			CHICAGO COST N/A

Balance Due February 15th.
 Space numbers are not given until FINAL payment, appropriate TAX numbers, & VEHICLE INFORMATION (see back), are received.

Please Leave Blank

TOTAL COST: \$

Minimum 50% Deposit Due Now. DEPOSIT SENT: \$

- ### EXHIBITOR CHECKLIST
- FILL OUT** the vehicle information section (see back) and **SIGN** the application. (A signed yellow copy will be returned to you for your file.)
 - Send a deposit of 50% of the total space fees. Deposit will be returned if your application is not accepted. **THE BALANCE IS DUE FEB. 15th.** Return check charge is \$25.00 each occurrence. Make checks payable to: **HUFFMAN PRODUCTIONS, INC.**
 - Enclose or email **THREE** photos of your work (at least two of your product and one of your display), even if you have done many shows with us in the past. Actual pictures (not color copies) are needed for jurying & our massive advertising campaign.
 - Enclose a self-addressed stamped envelope (with **TWO** 1st class stamps) for confirmation of acceptance or rejection. (Envelope should be large enough to return your photos). Send to **HUFFMAN PRODUCTIONS, INC.,** P.O. Box 655, Antioch, IL 60002. Questions? Call (402) 331-2889
 Deadline: When your media category or the show is full with qualified exhibitors.

Check/Cr. Cert. _____ Pd. _____
 Deposited: ____/____/____ PO _____

*Please note: A 1.5% processing fee will be assessed to all credit card transactions.

VISA *or* MC Fee _____
 No. _____
 Exp. _____ CVV# _____

Please check here to give us permission to charge your **FINAL** balance February 15th.
 Billing address same as above? YES NO
 If not, please fill out form below:
 Address: _____
 City _____ State _____ Zip _____

- ### EXHIBITOR QUESTIONS
- Did you answer the tax question above for Minneapolis? Yes No – please send me tax info _____
 - How many years of art/craft show experience do you have? _____
 - How many shows do you do in a year? _____
 - Who designs your products? _____
 - Who makes your inventory? _____
 - What other notable shows (besides HPI shows) do you participate in?

 - How many \$1.00 off admission coupons should we send you to give to your customers? _____
 - Do you wholesale? Yes No Demonstrate in your booth? Yes No Facebook? Yes No Instagram? Yes No

BALANCE DUE: \$
February 15th

Check No. _____ Pd. _____
 Deposited: ____/____/____ PO _____

VISA *or* MC Fee _____
 No. _____
 Exp. _____ CVV# _____

Billing address same as above? YES NO
 If not, please fill out info in box above.

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.

SHOW TERMS & CONDITIONS

- MOVE IN TIMES for Omaha, NE & Minneapolis, MN 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.
- Insurance, which is recommended, must be obtained by each Exhibitor at his or her own expense. The Producer and Canterbury Park and Liberty First Credit Union Arena assume no risk; and by the acceptance of this agreement, the Exhibitor expressly releases the Producer and Canterbury Park and Liberty First Credit Union 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, pandemic, or other illness (including but not limited to COVID-19), 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, exhibitors state that they understand the risk of COVID-19 pandemic which is currently going on, understands the risk of the ongoing COVID-19 pandemic, and further understands that it may not be possible to adequately socially distance, or to control the behavior of other exhibitors and/or patrons. By signing this Agreement, exhibitor agrees to hold the Producer, Liberty First Credit Union Arena and Canterbury Park from any liability or injury which result from the contraction of COVID-19.
- Producer, Liberty First Credit Union Arena & Canterbury Park are all committed to following all ordinances, statutes, directed health measures, and other laws to ensure the health and safety of exhibitors and patrons. As such, Producer, Liberty First Credit Union Arena & Canterbury Park have all taken appropriate measures to attempt to prevent the spread of illnesses, including those related to the COVID-19 pandemic. While those measures have been, and will continue to be taken, it is impossible for Producer, Liberty First Credit Union Arena & Canterbury Park to ensure that infected patrons will not attend the event. By signing this Agreement, exhibitors acknowledge and agree that there is no duty owed by Producer, Liberty First Credit Union Arena & Canterbury Park to take any measure beyond that required by all local ordinances, statutes, directed health measures, and other laws to prevent any possible spread of COVID-19, including any variants thereof, through the patrons or customers to the event nor from the possible spread from other exhibitors.
- 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.
- **EXHIBITOR INITIATED 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.
- **COVID-19 REFUND POLICY:** If Huffman Productions, Inc. is forced to cancel the SPRING FESTIVAL due to COVID-19 30 days or more from the first day of each show 10% of total space fee will be kept by Producer. If cancellation occurs 15-29 days from the first day of each show 30% of total space fee will be kept by Producer. If cancellation occurs 14 days or less from the first day of each show 50% of total space fee will be kept by Producer. If Producer incurred expenses total less than total space fees collected, the percentages above would be adjusted in favor of exhibitors as to just cover costs incurred.



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

