

## Setup and Pickup

- You are responsible for your own tables (tables also available for rent), display pieces, table coverings (floor length only) lights and cords.
- You may set up your display and merchandise on assigned date and time. Info packet will be emailed after November 1, 2012.
- Okay to restock any time.
- Pick up and clean up Saturday, December 1, 5pm and not before.
- All items not claimed within two weeks following the show will be donated to a local charity.

## Booth and Craft

- Space is limited to 6'x3'. Exceptions apply.
- No "walk-around" booth. Exceptions apply.
- All display pieces must be clearly marked with your name and phone number.
- Booth must have backing such as lattice, fabric, crates or other
- Energy clip lights required.
- One strand of twinkle lights recommended.
- All merchandise must be handcrafted by the exhibiting vendor.

## Pictures

- New vendors submit or email three or more pictures or your website of craft AND booth display with registration form and entry fee.

## Vendor ID and Confirmation

- Upon acceptance into the show a confirmation packet will be emailed after November 1, 2012 with your vendor number, setup date and time.
- If you do not have a vendor number, one will be issued to you in your confirmation packet.

## Exhibitor Checks

- Checks will be mailed within fourteen business days following the show.
- Washington state sales tax will be claimed and reported by Hilltop Holiday Craft Show.

## Liability Limitation

The City of Bellevue, and Hilltop Holiday Craft Show will not be responsible for losses due to the following:

- Merchandise or any display items that may be lost, stolen or damaged in any way.
- Personal injury to the exhibitor during setup, pickup or during show proceedings.
- Exhibitor will hold harmless the City of Bellevue and all show promoters from any and all liability arising from setup, tear-down and show proceedings of this event.



It's not your ordinary Craft Show!

  
City of Bellevue  
Parks & Community Services  
PO Box 90012  
Bellevue WA 98009-9012

# Bellevue HILLTOP HOLIDAY CRAFT SHOW 2012 Exhibitor Agreement



It's not your ordinary Craft Show!

# Bellevue Hilltop Holiday Craft Show November 27, 28, 29, 30, December 1, 2012

## Northwest Arts Center

9825 NE 24th Street • Bellevue (Clyde Hill area)

360-668-1987 • Hilltop.Crafts@frontier.com

### Directions from 405 N or S

Exit onto NE 8th Street. Head west towards Bellevue Way (Bellevue Square), turn right onto Bellevue Way and head north towards 520 (about one mile) to NE 24th. Turn left onto NE 24th. Building is on left.

### Dates and Times

- Setup  
Sunday, November 25, 1pm-6pm (no setup after 6pm)  
Monday, November 26, 11am-4pm (no setup after 4pm)  
Setup date and time will be confirmed two weeks prior to show.
- Show  
Tuesday, November 27, 28, 29, 30 through Saturday, Dec. 1  
10am - 8pm, Sat 10am - 5pm
- Tear down  
Saturday, December 1 at 5pm
- Unless notified, show will take place regardless of inclement weather.

### Registration and Fees

- \$60 nonrefundable entry fee payable to Hilltop Holiday must accompany attached registration form.  
\$70 after November 1, 2012.
- \$35 will be deducted from paycheck for insufficient funds of entry fees.
- 6 ft. table available for rent for \$10 (add to registration fee).
- Registration form will not be accepted from new vendors without three or more pictures of product and booth display.
- Registration fee does not guarantee specific floor space. We reserve the right to move and alter any and all display pieces and products at any time.
- Mail form and fee to: Cameron Amann, 21217 107th Ave SE, Snohomish, WA 98296, payable to Hilltop Holiday.
- This is a "central-checkout" show. Vendors DO NOT "sit and sell."
- Fees will be returned if merchandise is not approved, space is unavailable, or pictures do not show booth display.
- 22% commission on all sales and orders.
- Entry fee checks will be deposited after October 1, 2012.



## Bellevue HILLTOP HOLIDAY Craft Show November 27, 28, 29, 30, December 1 2012 Registration Form/Contract



Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Co. Name \_\_\_\_\_ Zip \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

Home Phone \_\_\_\_\_ Alternate Phone \_\_\_\_\_ Email/Web site \_\_\_\_\_

Last three shows exhibited in: \_\_\_\_\_

I will tag my merchandise with this number \_\_\_\_\_ . Nonrefundable registration fee of \$60.00 is enclosed with this form, \$70.00 after November 1, 2012.  
Description of handcrafted items (antiques okay): \_\_\_\_\_

Voluntary two hour work shift:  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday: Specify Time (2hrs.) \_\_\_\_\_  
Setup: Indicate your choice:  Sunday, November 25, 1pm-6pm  Monday, November 26, 11am-4pm

Sketch of booth layout:

- DEADLINE: Open until category is full
- Checks payable to: Hilltop Holiday
- Mail to: Cameron Amann, 21217 107th Ave. SE, Snohomish, WA 98296
- Fee will be refunded if merchandise is not approved or space is unavailable.
- Juried show — New vendors submit three or more pictures of crafts AND booth display with form and fee.
- Crafts must be handcrafted by the exhibiting vendor.
- Inquires to: Cameron (360) 668-1987/Hilltop.Crafts@frontier.com

**WAIVER OF LIABILITY and INDEMNITY AGREEMENT: PLEASE READ CAREFULLY:** As a condition of participating as a vendor in the Hilltop Holiday Craft Show (the "Event"), I voluntarily assume all risks, including risk of injury or death, associated with my participation in the Event. I further agree on behalf of myself, my heirs, and personal representatives to waive and release any and all rights and claims for damages, including attorney fees, I now, or may hereafter have, whether known or unknown, against the City of Bellevue and its officials, employees, and agents arising from my participation in the Event. I agree that the City of Bellevue will not be responsible for any product, vehicle, booth equipment or other personal property that may be lost, stolen, or damaged by fire, storm or any other cause.

I further agree to protect, defend, indemnify and hold harmless the City of Bellevue, its officials, employees and agents from any and all costs, claims, judgments or awards of damages arising out of, or in any way resulting from, my or my employees' or agents' negligent acts or omissions in connection with participating in the Event.

**I acknowledge that I have carefully read this Waiver of Liability and fully understand that by signing this form I am voluntarily waiving the right to bring a legal action for negligence against the City of Bellevue.**

Signature

Date