

Setup and Pickup

- You are responsible for your own tables (tables also available for rent), display pieces, floor length table coverings (floor length only) lights and cords.
- You are responsible for your own inventory lists.
- You may set up your display and merchandise on assigned date and time. Info will be emailed after April 15, 2011.
- Okay to restock any time.
- Pick up and clean up Saturday, May 7, 5pm and not before.
- All items not claimed within two weeks following the show will be donated to a local charity.

Booth and Crafts

- 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.
- Energy saving clip lights required.
- One strand of twinkle lights recommended.
- All merchandise must be handcrafted by the exhibiting vendor. Exceptions apply.

Pictures

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

Vendor ID and Confirmation

- Upon acceptance into the show a confirmation note will be emailed after April 15, 2011 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 notification.

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 Limitations

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



Exhibitor Agreement



City of Bellevue Parks & Community Services
www.bellevuewa.gov

Vendor Info: 360-668-1987 • email: hilltop.crafts@frontier.com

It's not your ordinary Craft Show!

Bellevue Hilltop Craft, Antique & Garden Show

May 4, 5, 6, 7, 2011

Northwest Arts Center

4825 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
Monday, May 2, noon to 7pm or Tuesday May 3, noon-4pm.
Setup date and time will be confirmed one month prior to show.
- Show
Wednesday through Saturday, May 4, 5, 6 & 7. Wednesday through Friday 10am-8pm, Saturday 10am-5pm.
- Tear down
Saturday, May 7, 5pm.
- Unless notified, show will take place regardless of inclement weather.

Registration and Fees

- \$50 nonrefundable entry fee payable to Hilltop Spring must accompany attached registration form.
\$60 after April 15, 2011.
- \$35 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 Spring.
- 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.
- 21% commission on all sales and orders.
- Entry fee checks will be deposited after March 15, 2011.



Bellevue HILLTOP SPRING Craft Show May 4, 5, 6 & 7 • 2011 Registration Form/Contract

Last Name _____ First Name _____ Co. Name _____

Address _____ City _____ Zip _____

Home Phone _____ Alternate Phone _____ Email/Web site _____

Last three shows exhibited in: _____

I will tag my merchandise with this number _____. Nonrefundable registration fee of \$50.00 is enclosed with this form, \$60.00 after April 15, 2011.

Description of handcrafted items (antiques okay): _____

Voluntary two hour work shift: Thursday Friday Saturday: Specify Time (2hrs.) _____

Setup: Indicate your choice: Monday, May 2, noon-7pm Tuesday, May 3, noon-4pm

Sketch of booth layout:

- DEADLINE: Open until category is full
- Checks payable to: Hilltop Spring
- 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 take out a legal action for negligence against the City of Bellevue.

Signature _____

Date _____