

Calling all local art and craft vendors. The 2019 Parma Area Fine Arts Council is seeking local vendors to sell items for the Pre-Holiday Arts and Craft Sale.

This show will be held at the

Donna Smallwood Activity Center, 7001 West Ridgewood Rd, Parma, Ohio 44129

Date: Saturday, October 12, 2019

Time: 10:00 am - 4:00 pm (No early take downs)

Set up time: Saturday, October 12, 2019 at 8:00 am and vendor must be ready by 9:45 am to sell

Be sure to submit your completed vendor application as soon as possible to guarantee your space at this year's event. Space is limited: vendors will be given priority on first come first serve basis.

Admission to this event is free.

**FEES:** The cost for this space is \$35.00 if you need a table and \$25.00 if you do not need a table.

1. You can mail your application and payment together to Michelle Behal, 7076 Maplewood Rd. Parma Heights, Ohio 44130 no later than October 6, 2019. No applications will be accepted after October 6, 2019.
2. You are not confirmed until you have paid for your space, regardless if you have submitted an application. Once your space and application has been received, you will receive a confirmation email or mail to confirm your space.

**TABLES:** Tables are limited. They will be given on a first come first serve basis. Vendors who pay for a table space will receive an 8 foot table. Table covers will not be provided. All vendors must provide their own if they choose to use one.

**ELECTRICITY:** Electricity is available. If you require electricity, you must bring your own extension cord and you must state that you need electric. If you do not state that you need electric, we won't be able to plan your space.

**FOOD:** You are welcome to bring your own food during the show. There will be food available for purchase during the show. You may also leave and buy your lunch at any of the local restaurants.

**INSURANCE:** If you are not covered by a business insurance policy, it is strongly recommended that you purchase some sort of liability insurance to cover you, your wares and your equipment. Participants agree to assume all risks and releases the Parma Area Fine Arts Council, The City of Parma, The Donna Smallwood Activity Center, the employees, staff, volunteers from any and all liabilities from any and all claims for injuries, damage or loss, including, but not limited to, loss or damage of vendors' property in the car, custody or control of the vendor. In addition, The Parma Area Fine Arts Council, The City of Parma, The Donna Smallwood Activity Center, the employees, staff, volunteers are not responsible for any broken or lost or stolen items as a result from leaving your booth unattended.

**OHIO VENDOR LICENSE AND TAX LIABILITY:** Securing and maintaining all local, state, federal and other licenses, permits etc, governing or allowing the vendor to participate or sell and manufacture THEIR product, is the sole responsibility of the vendor. Ohio vendor info can be found at [www.business.ohio.gov](http://www.business.ohio.gov)

If you have any questions or concerns, please contact Michelle @ 216 618-0956.

By signing the vendor agreement, you are acknowledging the above rules and consent to them.