

# Rental Agreement

Saturday, October 21, 2017

10 am until 4 pm

The Parma Area Fine Arts Council

Fall into Art Show

At the Donna Smallwood Activity Center

7001 W Ridgewood Drive

Parma, Ohio 44129

The undersigned acknowledges and agrees to the following to participate in the 2017 FALL INTO ART SHOW:

Rental Fees:

1. The rental fee for one **8-foot table and two chairs will be \$30** if you are not a PAFAC member. A PAFAC member is a current member who has paid their 2017 dues.

The rental fee for one space and **you provide your own table will be \$25** if you are not a PAFAC member. A PAFAC member is a current member who has paid their 2017 dues.

If you would like to become a PAFAC member at this time, you may join and receive an extension membership that will carry you through the end of 2017 and into the 2018 year.

If you are a current PAFAC member, please contact Michelle @ 216 618-0956 to receive your special PAFAC rental fee.

**Rental space is limited. The deadline for this show application is Oct 14, 2017.**

2. Vendor will cover his or her own tables with appropriate covers and decorations and will store boxes under the table. If you rent a table from PAFAC, you are also responsible for bringing your own cover.
3. Vendors may set up their area from 8 am – 9:30 am on the day of the show with the expectation that all displays will be ready when the doors open at 10 am to the public.

4. PAFAC will be promoting this event in local newspapers and social media outlets. PAFAC cannot guarantee sales or good weather.
5. PAFAC will only accept handmade items by the artist for this show. No Commercial vendors will be permitted...such as Avon, Yankee Candles etc.
6. All vendors are responsible for collecting and reporting Ohio sales tax. PAFAC will not be held responsible for any taxes from your sales. PAFAC is not responsible for any vendors license that may or may not be needed. That will be the responsibility of the vendor.
7. PAFAC will be offering a vendor directory available to the public on the day of the show. If you wish to participate, the cost will be \$3 and you must submit your business card with this application no later than Oct 1, 2017 to make the print deadline. If we do not receive your application, money and your business card before the deadline, your card will not be submitted in our vendor directory. This is optional, you do not need to submit your card in order to be in our show.
8. PAFAC, The Donna Smallwood Activity Center or the City of Parma will not be responsible for any damage claims, theft, damage to materials, displays, tangible or intangible property or physical injury from the use of the premises provided. This is solely the responsibility of the vendor.
9. Each vendor is responsible for the neatness and cleanup of his or her area. All items must be removed from the premises by 6 pm on event day.
10. This rental fee is non-refundable upon cancellation by the vendor.

For more information, please contact Michelle @ 216 618 -0956, PAFAC @ 440-888-4514 and leave a message or visit our website [www.parmafinearts.org](http://www.parmafinearts.org).

\*\* Pizza, pop and snacks will be available for sale, or you may bring your own lunch and drinks if you like.

This is your copy, please save it for your records.

**Rental contract to be signed and returned this page with payment to no later than Oct 1, 2017 (for the vendor directory) and no later than Oct 14 2017 for the show.**

Michelle Behal  
7076 Maplewood Rd  
Parma Hts, Ohio 44130

By signing this, I agree to the aforementioned items. I understand that tables are rented on a first come first serve basis and that all reasonable attempts will be made to satisfy requests made, but no guarantees are made or implied. The undersigned hereby waves claims against PAFAC, The Donna Smallwood Activity Center, and the City of Parma for theft, or damages done to materials, displays, tangible or intangible property and physical injury arising from the use of the premises.

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Signature

Date

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Items to be displayed

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Special requests (electric, corner space, space against the wall etc.)

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Number of 8 foot tables (first come, first serve basis only).	COST:
Non PAFAC Member	\$30 _____
Bring your own table	\$25 _____
Vendor Directory (Optional participation)	\$3 _____
Total Enclosed	\$ _____

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Phone number or email for confirmation of this contract.

Please make payable to PAFAC. If you should have any questions, please contact Michelle @ 216 618-0956. **Deadline to enter the business directory with your business cards in OCT 1, 2017. Deadline for entering this show as a vendor is OCT 14, 2017.**

