



WASHINGTON STATE
COLLEGE OF OHIO
FOUNDATION



Craft Fair Vendor Application

(Please Print Clearly)

Business Name _____

Business Contact _____

Address _____

City _____ State _____ Zip _____

Business Phone _____ Cell Phone _____

E-mail _____

Web site _____

Indicate below the number of spaces requested and any charges. If you require 2 spaces, you will need to pay for 2 spaces.

_____ 10'x10' Craft Vendor Space @ \$40 \$ _____

_____ Electricity

TOTAL \$ _____

List all type items (craft or informational) for sale at the Fair or specific information/exhibit item or product (attach additional sheets if necessary). If the item is not listed on this application, you will not be allowed to sell or display it at the Fair. WSCO reserves the right to limit the number of vendors with similar items. All items will be under review. We do not want to have too many of the same thing sold as it will decrease everyone's sales during the Craft Fair. Vendors may only sell items which are listed on the application and have previously been approved.

Arts and Crafts: Please be very specific and avoid generic terms such as "jewelry" as a description. Unapproved or unlisted item offerings will result in immediate removal of vendor from event along with forfeiture of fees.

ITEM	PRICE

Application and Payment (Cash, Check, or Online Payment) are due October 1st, 2025.

FOR OFFICE USE ONLY:			
Received by: _____	Date: _____	Amount: _____	Payment Method: _____

All applications must be received by October 1st, 2025. **Only completed applications with signatures, the Release of Liability and Waiver Agreement, the Indemnity Agreement, and payment will be accepted.** Make checks payable to **Washington State College of Ohio Foundation**. Please make a copy of the complete application and forms to keep for your records. Incomplete applications will not be considered.

This is a juried event. Sending in an application does not guarantee acceptance. Vendors not selected will be placed on a waiting list and will be notified if an opening becomes available. If not selected, your check will be shredded. Vendors will be notified of their acceptance three weeks before the event by email.

For more information, contact: Megan Marion, Foundation Director, at foundation@wscc.edu.

This is a rain or shine event. No refunds will be given. We wish everyone a successful show.

I HAVE READ THE VENDOR RULES AND RECEIVED A COPY OF THESE RULES AND REGULATIONS AND I AGREE TO ABIDE BY THEM. (All Rules and regulations are listed below. Please keep a copy for your records.)

Signature _____ Date _____

Printed Name _____ Business Name _____

RELEASE OF LIABILITY AND WAIVER AGREEMENT

I, (print name) _____, AGREE TO THE FOLLOWING:

That I am over eighteen years of age, and that I have read and understood this Release of Liability and Waiver Agreement.

That I hereby waive, release and discharge from any and all claims or liabilities for death, personal injury, property damage, theft, or damages of any kind, whether or not attributable to the negligence of Washington State College of Ohio and/or any agents, successors, assigns, or WSCO employees which may arise out of my use of the facilities of Washington State College of Ohio.

That I do hereby agree to indemnify and hold Washington State College of Ohio and/or any agents, successors, assigns, or employees of WSCO from and against any and all damages, losses, liabilities, obligations, penalties, claims, litigation, demands, defenses, judgements, suits, proceedings, costs, disbursements, or expenses of any kind or nature whatsoever (including, without limitation, attorney's fees and experts fees and disbursement) which may at any time be imposed upon, incurred by or asserted or awarded against WSCO and/or any agents, successors, assigns, or employees of WSCO which relates to or in any way arises out of acts or omissions connected to my use of the facilities of Washington State College of Ohio, regardless of whether or not said acts or omissions were made by myself, my guests, or any vendors employed by myself in connection with my use of the facilities of Washington State College of Ohio.

Signature _____ Date _____

Printed Name _____ Business Name _____

INDEMNITY AGREEMENT

I, (print name) _____, AGREE TO THE FOLLOWING:

The use and reproduction of any and all photographs and/or video clips taken of me in any form whatsoever for use in Washington State College of Ohio newsletter, brochures, flyers, websites, and in any other publications produced for Washington State College of Ohio.

The use of my name in any form whatsoever for use in Washington State College of Ohio newsletter, brochures, flyers, on the County and department websites, and in any other publications produced for Washington State College of Ohio Department.

I have read this document and am fully aware of the content and implications, legal and otherwise.

Signature _____ Date _____

Printed Name _____ Business Name _____

RULES & REGULATIONS

Set Up/Break Down

1. All vendors must sign in at vendor check-in station prior to setting up. A staff member will direct you to your space as needed.
2. Set up will be available from 7:00 am – 8:30 am. All vehicles must be moved from the traffic loop and parked in the vendor parking area by 8:30 am. Late arrivals will not be allowed to set up and you will forfeit your application fees.
3. You must be ready to open your booth 10 minutes prior to the opening.
4. Vendors must unload their vehicles completely **and move/park their vehicle before setting up their booth.**
5. All vendors are expected to remain during specified times barring medical emergencies. If you cannot be open during the required times, please do not submit an application.
6. A *soft* break down can start after 1:30 pm. Please come prepared to stay open until 2:00 pm. For safety reasons, vendors cannot bring their vehicles to the traffic loop until all patrons have cleared the area.
7. Vendors cannot move their vehicles into the traffic loop for loading until their booth area is completely packed and sitting on the side for quick loading after 2:00 pm.
8. All exhibitors/vendors are responsible for disposing of their own waste. Each exhibitor shall clear their space of all trash at breakdown.

Parking

1. **All vendors MUST PARK in the area reserved for vendor parking.** Vendor Parking will be in the lower campus lot.
2. Vendors are allotted **one (1) vehicle (per booth).** Additional parking will be available in the upper lot.

Craft Vendor Specific Regulations

1. We prefer that all crafts be hand crafted or homemade.
2. Craft vendors cannot sell or give away alcoholic foods and beverages.

Informational Vendor Specific Regulation

1. Informational vendors (businesses) are permitted to distribute literature, giveaways (marketing material), and procure customers for contacts and sales within their booth space only.
2. This is a non-political event. No booth will be rented to a political party endorsing a candidate standing for election. No booths displaying political advertising will be permitted.
3. The distribution or sale of any literature outside of the booths is strictly prohibited. Literature that does not violate any of the rules on the merchandise, booth types, or displays may be made available within the booth space. No distribution, canvassing, flyers, or vending of any kind may be done by strolling through the campus grounds.

Additional Vendor Rules

1. Display Area: Display areas are an average of 10-feet wide by 10-feet deep.
2. Vendors are allotted one table and two chairs per 10'x10' booth. Vendors must provide their own display set-up. A limited number of tables and chairs are available for use. Please submit requests with this application.
3. If you are requiring electricity, you must provide your own grounded electrical extension cord of wire gauge adequate for your electrical appliance usage. Please write "Yes" on page 1 next to the "Electricity" selection.
4. Vendors must post prices in a legible manner and in a visible place within their booth.
5. Reselling or subleasing booth space is not permitted. You may not share a space with another vendor.
6. Vendors are expected to keep the area around their booth clean and litter free. Walkways must be kept clear for visitors and emergency personnel. Booths must be clean at all times. All vendors are responsible for removing their own trash.
7. All business activity must be confined within the designated rented space only. No distribution, canvassing, flyers, or vending of any kind may be done.
8. No raffles in exchange for money may be held, but booth prizes given away at random for no money purchase are allowed. WSCO must approve in writing all giveaways and samplings. Please include a written description of your intent with the application.
9. This is a non-political event. No booth will be rented to a political party endorsing a candidate standing for election. No booths displaying political advertising will be permitted.
10. WSCO reserves the right to cancel any vendor agreement/partnerships/sponsorship at any time, for any reason.

11. WSCO and its organizers do not warrant or guarantee any particular results of the Craft Fair, nor does it guarantee a particular number of attendees or exhibitors.
12. All vendors are responsible for filing their own taxes with the state. All persons, companies or organizations renting booth/concession space do so as independent contractors and not as employees or agents of the Fair or its management herein, and as such assume all responsibility for withholding taxes, Social Security, state taxes, public liability and Worker's Compensation Insurance and also assume responsibility for insurance coverage to, from, and during the Fair and for accident or injury to himself and/or his equipment.
13. Pets are not allowed on the campus, however: officially designated "service animals" are permitted.
14. All booths must be manned at all times during the Fair.
15. Smoking is not allowed on the premises.
16. Alcoholic beverages and/or drugs and/or drug paraphernalia are not permitted on the property. Vendors will not be allowed to consume, serve or sell alcoholic beverages of any kind on campus. Vendors are not permitted to bring alcohol on the premises.

Any violation of the rules and regulations stated above will exclude vendors from participating in future shows and may result in the loss of exhibit space without a refund. Your request to exhibit or sell will imply acceptance of these rules and regulations. Vendors who do not abide by our rules may be asked to leave and will not receive a refund.