



2019 Holiday Marketplace 11/02-11/03

Table Registration/ Application Form

Deadline to reserve a table is Friday, October 11th.

Registration

- Space rental **starts at \$45.00**. Please see the site floor plan for pricing and available spaces. Space fees listed cover both Saturday and Sunday. We expect you or a representative to be present for both days.
 - Spots are assigned on a first come-first served basis. Spaces are not guaranteed as floor plan is subject to change.
 - One - two 8' tables per space will be provided as depicted on the site floor plan. In some (and very few) corner spaces, one table may only be 6' in length due to site dimensions.
 - 2 chairs per space will be provided as needed.
 - If you do not have need of tables and/ or chairs, please note that on this application.
 - Vendors are responsible for their own table covering. If you need us to provide you with a table covering (white or black) there will be a \$5.00 rental charge.
 - Electric is available upon requests made prior to October 11, 2019 for an additional \$5.00 for the weekend. Vendors must supply their own heavy-duty electric cords.
 - Only one Vendor per paid space.
- **NO TABLES WILL BE HELD WITHOUT PAYMENT.**
- A raffle item is required and must be delivered to the Metroplex Self Storage Office at 1620 Motor Inn Dr, Girard, OH 44420 by October 18, 2019. Your name or company name will be displayed on or near the item that you supplied.
 - Raffle tickets will be for sale during both show days and will be called randomly throughout the show. Ticket holders do not have to be present to win.
 - Raffle will be conducted by the Animal Welfare League.
- Vendor setup hours are Friday, 8am-7pm. And Saturday from 7am-9:30am. Public hours are Saturday & Sunday 10am-4pm. Teardown is at 4pm on Sunday immediately after the show. Special arrangements may be made to pick up large items on Monday.

Advertising

This event will be extensively promoted through multiple media venues, including but not limited to television, radio, FaceBook and print advertising. Promotional fliers are also available for distribution.

Vendor Information (All Fields Required)

Company Name: _____

Name (Vendor): _____

Phone: _____ Email: _____

Street Address: _____

City, State, Zip: _____ Linen Needed? \$5.00 ea White Black

First Choice Table #(s) Requested: _____ Electric Needed? \$5.00

Items sold: _____

Raffle item supplying: _____

Payment and Mailing Information

Applications can be mailed to: 1620 Motor Inn Dr, Girard OH 44420 or Emailed to: Events@MetroplexExpo.com

Make checks payable to: **METROPLEX EXPO CENTER**. There is a \$35.00 fee for all returned checks for non-payment. Payments may also be made via credit card, accepted in person or over the phone, and via PayPal using Events@MetroplexExpo.com to remit. Vendor may also request an invoice to be sent for payment.

For questions, call Briana at (330) 759-1674 or email Events@MetroplexExpo.com

No table rent refunds will be given to any cancellations received thirty days (30 days) or less prior to the show. Table(s) and fees will be forfeited for both days if Vendor has not arrived to set up by Saturday at 9:30am. Vendors should plan on staying until show closes. Refunds will not be given for inclement weather concerns which result in early show closures, IE: tornados, flooding, blizzards, etc. Refunds will be given in the event of premises unavailability for the entire duration of the show due to fire casualty, hurricane, national emergency, acts of God, and riots or by governmental directive.

In an effort to offer our guests a wide variety of markets and make this as successful for you as we can, we strive to refrain from having duplicate vendors. The Metroplex Expo Center reserves the right to deny any application and if for any reason your application is not approved, your fees will be returned.

Load In & Out

Load in can be done either in the garage at the rear of the building or at the main entrance at the North side of the building. Before setting up your spaces, we ask that Vendors please move their vehicles immediately after load-in, making room for other Vendors to load in. All Vendors must have their area packed and ready to load before retrieving their vehicles for load-out at the end of Sunday's show.

Event Parking & Entry

Parking is free for all Vendors and patrons. Vendors must be parked as far from the main entrance as possible starting at least 30 minutes prior to the start of the show, leaving closer spaces for guests.

General Admission is \$4.00 per person. Children 15 and under Free.

The Metroplex Expo Center and its staff reserve the right to refuse admission to anyone.

Additional Notices and Regulations

(PROMOTER refers to the Metroplex Expo Center, its employees, officers and agents.)

- PROMOTER reserves the right to determine a Vendor's final location. Among other instances, the location of assigned space may be changed to prevent competitive conditions, avoid congestion or to benefit the show's overall appearance. Every effort will be made to retain your first choice of location.
- Tables must be attended during all show hours.
- Vendors are not permitted to trade merchandise anywhere except for their assigned tables.
- Vendors must not display beyond their table or move tables without prior consent from PROMOTER. PROMOTER reserves the right to limit the number of displays.
- No Sub-Letting of tables without permission from PROMOTER.
- Vendor displays must fit into designated spaces without infringing upon aisle ways or neighboring spaces.
- Vendors are responsible for maintaining and leaving their assigned areas free of garbage and in an otherwise good condition.
- There is absolutely no illicit drug use tolerated anywhere and State smoking laws will be enforced. Profane, obscene and disparaging remarks or any type of physical violence will not be tolerated and will be cause for immediate expulsion. Vendor and guests shall use the premises in a considerate manner at all times. Conduct deemed disorderly, inappropriate or dangerous is at the sole discretion of PROMOTER and shall be grounds for immediate expulsion from the premises. In such cases, no refund of the event costs shall be made.
- Vendor is responsible to carry all liability insurance for personal property, public liability, and personal injury. Additionally, Vendors are responsible for all individuals occupying their assigned space. PROMOTER accepts no responsibility or liability for any and all damages or injuries resulting from an Vendor's or Patron's display or actions. Any damage sustained during their time on the premises is the Vendor's obligation. Vendors and Patrons hereby assume full liability for any and all damages or personal injuries resulting from the use of any item of the Vendor or Patron and will hold harmless PROMOTER.
- All Vendors are responsible for collecting all sales tax and reporting per state and city regulations. Any products with name brand logos must be authentic and licensed by the respective company. Vendors must obtain all required licenses and permits to sell their particular goods at the event.
- PROMOTER does not collect commissions or fees from sales of merchandise or services.
- PROMOTER does not guarantee a number of shoppers or sales for any Vendor participating in any event.
- The Metroplex Expo Center follows an equal opportunity employment policy and employs personnel without regard to race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender expression, age, physical or mental ability, veteran status, military obligations, and marital status. This policy also applies to internal promotions, training, opportunities for advancement, terminations, outside vendors, members and customers, service clients, use of contractors and consultants, and dealings with the general public.

VIOLATION OF ANY OF THESE RULES BY A PATRON OR VENDOR MAY RESULT WITH THE OFFENDER BEING REQUESTED TO LEAVE THE SHOW. SAFETY VIOLATIONS ARE IMMEDIATE GROUNDS FOR REMOVAL FROM SHOW WITHOUT REFUND OR RECOURSE.

Agreement

Vendors, their employees, vendors, contractors, officers, and agents, agree to indemnify, defend, and hold the Metroplex Expo Center, its landlord, building owners, officers, employees, and agents forever harmless of and from any and all liabilities, costs, penalties, fees, or expenses arising out of and/or resulting from the use of the premises, including but not limited to, the personal guarantee of provision, service, and dispensing of payment by the Vendor.

In the event the Metroplex Expo Center, its landlord, building owners, officers, employees and/or agents, are required to file any action in court in order to enforce any provisions of this agreement, the Vendor agrees to pay the center, its officers, landlord, building owners, employees and/or agents, all reasonable attorney fees, court fees, and costs of suit incurred by the Metroplex Expo Center, including all collection expenses and interest due.

Acknowledged, Agreed and Authorized by

VENDOR Signature: _____ Date: _____

I furthermore acknowledge and agree that I have read, understand and will abide by all notices and regulations on this form.

VENDOR Signature: _____ Date: _____

VENDOR Printed Name: _____