

2013 Craft & Home Business Expo



BFR use only
Date Paid _____
Confirmation _____
Demo time _____
BOOTH # _____

Registration Form

Event Date: Sat. September 28, 2013

Registration Deadline: July 31, 2013

(space is filled in order of the date registration form and fee are received)

Make checks payable to: BFR

PLEASE PRINT ALL INFORMATION

CONTACT NAME _____ PHONE _____

ADDRESS _____

CITY: _____ STATE _____ ZIPCODE _____

EMAIL ADDRESS _____ WEB ADDRESS _____

Homemade Craft Business
Describe type of items _____

Home-based Business (Consultant for: _____)
Describe commercial product line _____

Interested in Demonstrating (you will be contacted with more information)

Rental Fees:

___ 10' x 10' booth ___ 6' x 12' booth @ \$30 each Total Due: \$ _____

- 1 chair will be provided per booth
 - Tables are NOT PROVIDED
 - A limited number of Electrical Outlets are available
- Requested: _____

Vendor License Number: _____

It is the vendor's responsibility to charge, collect and report state sales tax as required by law. Each exhibitor should have a vendor's license (State Law 5739.17, paragraph F)

Signature of Person Responsible _____ **Date** _____

Bluffton Family Recreation, Inc. dba BFR Sports & Fitness
215 Snider Road, Bluffton, OH 45817
419-358-4150 www.bfronline.com



Craft & Home Business Expo Rules & Regulations - Sat. Sept. 28, 2013

Bluffton Family Recreation is a private non-profit organization located in Bluffton, Ohio. This event is a fundraiser to support the operations of the facility and affiliated programs. An admission fee of \$1 (children 5 years and under will be admitted free) will be charged to the general public. It is understood that participating individuals and organizations comply with the rules and regulations set forth:

1. We appreciate all the vendors who will participate in this event; we will include both homemade craft booths as well as booths featuring home-based business sales and services.
2. Only one consultant from a commercial home-based business will be accepted.
3. Vendor tags will be distributed upon check-in. Please wear your tag while in the building.
4. Booth spaces will be provided in the gymnasium (55 spaces to be filled first) and arena (up to 50 additional spaces) as required. Each vendor will have either a 10' x 10' OR 6' x 12' space. Limited electrical outlets are available in the gym and must be requested on the registration form, if required (please bring extra extension cords). We will notify you if we are UNABLE to supply electrical access to your booth. Tables and racks are to be provided by the vendor; one chair will be provided per booth.
5. Vendors must abide by and keep show times as stated.
Set up time is scheduled from 8:00am to 9:45am;
Expo Hours: 10:00am- 3:00pm. No vendor is to leave early.
Tear down: 3:00-4:00pm
6. Vendor parking will be in a designated area behind the building, to allow parking for customers. Your confirmation will include booth # and closest door for loading/unloading.
7. Each vendor is responsible for obtaining any permits or license required by the state. Vendors who do not collect, file or pay Ohio sales tax on sales are subject to legal action by the Ohio Department of Taxation.
8. Please sell within your space; respect your fellow vendors.
9. Each vendor will be responsible for his or her own merchandise. BFR assumes no risk, and by registering for this event, the vendor expressly releases BFR from any and all liability.
10. Vendor must notify BFR in case of cancellation. There will be no refunds for cancellations within 3 weeks of the event.
11. Marketing: If your business is interested in providing a demonstration of products, please indicate on the registration form. Demonstrations will be listed in media releases and promotion. Please forward web addresses or Facebook pages regarding your products to be used in promotion for the event.
12. A limited selection of snacks and drinks will be available for sale during the Expo.
For more information about the Expo, contact Carole Enneking (Director).

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