

**Indoor Rummage Sale & Craft Fair – Fond du Lac - Registration Form, Rules & Guidelines – Saturday, February 9<sup>th</sup>, 2019**

Individual's Name \_\_\_\_\_

Business Name (for Home Businesses and Crafters) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

I will be selling:  Rummage Sale Items  Home Business/Craft Items (fill in business name above)  Both

Describe the items that you will be selling \_\_\_\_\_

_____ 10x5 Booth	x \$ 30	_____
_____ 15x5 Booth	x \$ 40	_____
_____ 10x10 Booth	x \$ 50	_____
_____ 15x10 Booth	x \$ 60	_____
_____ 6' Table(s)	x \$ 10	_____
_____ Chairs(s)	x \$ 5	_____
_____ Electric (limited)	x \$ 10	_____
<b>Total</b>	<b>\$</b>	_____

**You can also bring your own table & chairs**

**Liability and Insurance:** The exhibitor agrees to indemnify and hold harmless Digital Documents, LLC. and its subsidiary L & K Productions, its employees and its officers (heretofore referred to as L & K Productions) from claims arising out of its participation in the Indoor Rummage Sale & Craft Fair (heretofore referred to as the Event) at the Expo Center on the Fond du Lac County Fairgrounds, 160 S Macy, St, Fond du Lac, WI 54935 (heretofore referred to as the Venue), including claims caused by the negligence, errors or omissions of L & K Productions. L & K Productions will take all reasonable precautions to protect exhibitors from such loss. L & K Productions will not be liable for injuries to, or loss, or damage to the property of, the exhibitor, its employees, agents, guests, or attendees, arising out of the Event, including, but not limited to injuries, losses or damage due to theft, vandalism, fire, smoke, water from any source, electric failure or defects in booths, tents, tables, chairs or other equipment. Such indemnification shall include, but shall not be limited to, indemnification for all legal fees and costs that may be incurred by L & K Productions in connection with the defense of any claim brought by any third party relating to, or arising from, the event that is the subject of this agreement or in connection with L & K Productions' enforcement of this provision. L & K Productions reserves the right to deny any contract received by any exhibitor which L & K Productions believes to be injurious to the show, or L & K Productions, based on prior experience with the exhibitor.

**Cost & Cancellation:** Exhibitor payments are non-refundable. L & K Productions will not cancel the event due to weather. L & K Productions reserves the right to change the start time, end time, format and location of the event without notice. To prevent exhibitors from competing against each other, there will only be one exhibitor from each company allowed in the Event, first come, first served. For example, only one exhibitor from Tupperware, Tastefully Simple, Tupperware, etc. will be allowed. Duplicate registrations for any company will be returned along with the payment.

**Space:** One business / company per rented space for crafters and home based businesses. You can bring your own tables and chairs, if needed. L & K Productions will assign booth spaces for all exhibitors on a first come, first serve basis using the date each contract is received. Any special requests will be considered, but not guaranteed. No exhibitor shall sublet, assign or share any part of the space allocated to the exhibitor without the prior written consent of L & k Productions

**Payment:** This contract must be filled out to rent a space. Space payment is due in full before a space will be assigned. Checks will not be accepted for any contract received two weeks prior to the event date. Contracts received within two weeks of the event date must be paid with either credit card or PayPal online, or with cash or credit card in person the day of the show.

**Sales:** You are encouraged to have over the counter sales that involve the exchange of currency for goods received during the Event. Each exhibitor must provide L & K Productions with a completed Wisconsin Event Operator and Seller Information with the signed contract and payment.

**Set-Up, Staffing, Tear-Down & Use:** Set-up time starts two hours before, and must be completed no later than 15 minutes prior to, the start of the Event. Tear-down shall be done after the Event closes and must be completed no later than two hours after the Event closes. Exhibitors must surrender the space occupied in the same condition it was received at the beginning of use. This includes removal of all materials and trash. Trash should be bagged and removed from the venue by the Exhibitor.

**Parking:** Exhibitors may load and unload at any of the three entrances. Exhibitors must park in the back of the parking lot.

By signing this contract, the undersigned warrants that he or she has read its terms and agrees to be bound thereby.

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Date \_\_\_\_\_

**WI Temporary Event Information**

(Required by the state of WI for Crafters & Home Based Businesses)

WI Tax Account # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

SSN \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ (last 4 required)

FEIN \_\_\_\_\_ - \_\_\_\_\_

Exempt Reason: (check one)

- Exempt Merchandise       Exempt Service  
 Direct Sellers               Display Only  
 Occasional Sales            Non-Profit

Mail to:

L & K Productions  
 920 W 9<sup>th</sup> Ave  
 Oshkosh, WI 54902

- Check Enclosed (Payable to L & K Productions)  
 Email PayPal Invoice (Registration **NOT** confirmed until payment received).  
 Credit Card (Fill out information below)

Your credit card statement will read Digital Documents, LLC  
 Pay by credit card:  Visa  MasterCard  Discover

Credit Card # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Expiration Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_      CSV \_\_\_\_  
 Credit card must be the same name & address as above.