

November 3 & 4, 2017



The PAVILION at JOHN KNOX VILLAGE
REGISTRATION FORM

Please complete the following:

YOUR NAME _____

BUSINESS NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

E-MAIL _____

DAY PHONE _____ EVENING PHONE _____

TYPE OF ART OR CRAFT _____

_____ Single Booth (10' x 8') \$120

_____ 1 ½ Booths (15' x 8') \$180

_____ Double Booth (20' x 8') \$240

_____ Number of tables (30"X 8') _____ Number of chairs _____ Electricity?

Enclosed is my full payment in the amount of \$ _____

Enclosed is my deposit in the amount of \$25.00 _____
Deposit will hold your same booth – full amount is due on or before **September 15, 2017**

Checks made payable to *Images By Davenport, LLC.*

2401 SW Emerald Creek Place / Blue Springs, MO 64015 / 816- 463-3319 / info@imagesbydavenport.com

Visa, MasterCard, or Discover also accepted



SET UP TIMES: Thursday, November 2, 2017 (3 to 8:00 pm)
Friday, November 3, 2017 (8 to 10:30 am)

DATES & TIMES OF SHOW: November 3rd, 2017 (11 am to 7 pm)
November 4th, 2017 (10 am to 5 pm)

A confirmation letter will be sent to you prior to the show once your application and check have been received and final booth assignments are completed.

I, THE UNDERSIGNED, AGREE THAT **IMAGES BY DAVENPORT, LLC., KEITH & WANDA DAVENPORT, AND JOHN KNOX VILLAGE**, ARE NOT LIABLE FOR ANY PERSONAL INJURY OR DAMAGE OR LOSS OF EXHIBITORS WARES AND EQUIPMENT OR PERSONAL PROPERTY, AND FURTHER AGREE TO INDEMNIFY AND HOLD HARMLESS **IMAGES BY DAVENPORT, LLC., KEITH & WANDA DAVENPORT AND JOHN KNOX VILLAGE**, FROM ALL CLAIMS AS A RESULT OF THE FORGOING. I AGREE TO FOLLOW ALL RULES AND REGULATIONS OF THE SHOW AS FOUND ON THE BACK OF THIS FORM. **I UNDERSTAND AND AGREE THAT ALL CRAFTS I DISPLAY MUST BE HANDMADE. CRAFTER MAY NOT SELL OR TRANSFER THEIR BOOTH SPACE TO A THIRD PARTY.**

SIGNATURE

DATE

IMPORTANT NOTICE:

In an effort to minimize paper waste and with the technology available to us today – we would like to coordinate all future communication through email. If you do not have email, please make sure to indicate that, so we will know to send letters. That also means that if you change your email address, please remember to notify us.

November 3 & 4, 2017



RULES & REGULATIONS “FALL HARVEST ART & CRAFT SHOW”

During the set-up and throughout the show, please be aware of and comply with the following regulations.

1. No smoking in the pavilion proper.
2. Do not block fire lanes, entries, fire extinguishers or aisles.
3. Vendors are responsible for supplying art screens/display boards and hooks for hanging their products. No tent frames. **Tables must be covered to the floor.**
4. Helium balloons are not allowed within the Pavilion proper.
5. Booths must be manned at all times. A reminder not to exceed your allotted space, clutter or obstruct aisles or exits. No sitting in the isles.
6. Since purchases are made directly with vendors, it is your responsibility to report and pay all local, state and federal taxes. Names of vendors will be provided to the Missouri Department of Revenue at the end of the show.
7. All show set ups must be completed by 10:30 a.m. on Friday. All displays must be cleared by 6 p.m. on Saturday.
8. 24 hour security is provided, however **John Knox Village, Images By Davenport, LLC., and Keith and Wanda Davenport** are not responsible for any lost or stolen items.
9. All vendors are required to move their vehicles to the lot assigned for vendor parking as soon as their set up is complete to allow our customers easier access to the Pavilion. Your cooperation with this is required!
- 10. No vendor may begin tearing down before 5 pm on Saturday. Doing so may prevent you from being able to participate in future events.**
11. No raffles, lotteries or special drawings may be held from your booth without prior approval from Keith or Wanda Davenport.
- 12. Electricity is not available in every booth. You must use UL approved, outdoor, heavy duty grounded extension cords. JKV Security and the Lee’s Summit Fire Department will enforce all fire and safety rules. Failure to comply will result in ejection from the Pavilion.**
- 13. Refunds will be given minus the \$25.00 deposit, for cancellations up to 6 weeks prior to show. Refund checks will be mailed after the close of show. No refunds will be made on cancellations received within 6 weeks prior to show. Booths are assigned by Keith and Wanda Davenport. Vendors may not transfer their booth space to another vendor.**

We appreciate your participation in the “Fall Harvest Art & Craft Show”. If you have any questions or concerns please call Keith or Wanda Davenport at 816.463.3319.

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