

# 45th annual Bluffton Arts and Crafts Show

## Saturday, May 14, 2016 – 9 a.m. to 3 p.m., Bluffton, Ohio

### **Exhibitor Information**

**Show date and hours:** Saturday, May 14, 2016, sale hours 9 a.m. to 3 p.m. There is no rain date or alternate facility provided. No refunds given if the festival is canceled due to weather.

**WE RECOMMEND EARLY REGISTRATION!**

**Location:** Booths will be set up only on Main Street in downtown Bluffton. Bluffton is located in west central Ohio, Allen County, off Interstate 75 Exit 140 (on the south) and Exit 142 (on the north).

**Booth size:** 15 feet across by 10 feet deep. There are approximately 110 booths available. Exhibitors may register for more than one booth, as needed.

**Fee:** Booth fee is \$40 each; \$60 after May 1. Booths are reserved on a first-come, first-served basis through registration. If you have attended our show in the past and wish the same booth, register early! There is no refund policy.

**Set-up times:** Crafters may begin setting up at 6 a.m. on Saturday. All vehicles must be off the streets by 8:45 a.m.

**Parking:** Parking for crafters will be in the public parking areas only. After unloading, you must move your vehicle to the designated areas. If you require special parking for a medical reason, please notify the chamber CEO in writing prior to the show.

**Guidelines:** All merchandise shall be of a family-oriented nature and not offensive to the public. The Bluffton Area Chamber of Commerce reserves the right to refuse any merchandise deemed offensive and not suitable to our festival. We appreciate photos sent to help us determine placement for the event. Photos will be returned to you the day of the event.

### **Rules and regulations:**

- Vendors must have liability insurance.
- Securing a license/permit allowing the applicant to sell is the sole responsibility of the crafters; a vendor number needs to be listed on application and/or presented the day of the event.
- Business must be conducted within the location assigned to the crafter.
- Crafter must abide by and keep show times as stated. No late arrivals or early departures.
- Crafter must supply own currency change.
- Crafter is responsible for collecting sales tax.
- Crafter must supply own tables, racks, chairs, ect.

**Vendor list:** If the Ohio Department of Taxation requests a list of vendors at our event we will send the department all vendor names, mailing addresses, vendor license number and type of goods sold within 10 days following our show. Vendors who do not collect, file or pay sales tax on sales are subject to legal action. Only a vendor with a 501 c 3 status may make sales up to six dates per year without collecting and submitting sales tax. If you have this status, please send us a copy of your form.

If you need a vendor's license call your county auditor's office or download an application at [http://www.co.williams.oh.us/auditor/ST\\_1T.pdf](http://www.co.williams.oh.us/auditor/ST_1T.pdf). Bluffton is in Allen County. Our sales tax rate is 6.5 percent.

**Questions?** Call the vendor director: Jerry Burkholder, 419-722-1521; [jlb1646@wcoil.com](mailto:jlb1646@wcoil.com)  
Or Bluffton Area Chamber of Commerce at 419-369-2985, extension 118; [Blufftonchamber@gmail.com](mailto:Blufftonchamber@gmail.com)  
Check the chamber website: [www.explorebluffton.com](http://www.explorebluffton.com) for updates and extra copies of the registration form.  
**YOU WILL BE NOTIFIED AFTER MAY 1 OF THE LOCATION OF YOUR BOOTH ASSIGNMENT**