

Arts & Crafts Festival

Brought to you by: Blended Roots

VENDOR GUIDELINES

Blended Roots will be hosting its first annual Fall Arts and Crafts Festival this year on October 15th, 2022, from 9am to 3pm. It will be located at 246 Cherry Street, Bluffton Ohio.

Guidelines:

Vendors with non-commercial artwork and crafts are invited to participate in this event. Mass-produced components should be limited and not sold separately.

You may send photos to blendedrootsbluffton@gmail.com to help vendor coordinators determine if your artwork or crafts are appropriate for this event.

All merchandise shall be of family-oriented nature. Blended Roots reserves the rights to refuse any merchandise deemed offensive or not suitable to our festival.

Booth Fees:

\$40 each through 09/02/22

\$60 each 09/03/22-09/14/22

Vendor Agreement:

Application approval by Blended Roots is required. (Next Page)

Complete, sign and mail. You may also email the agreement to blendedrootsbluffton@gmail.com.

PAY ONLINE: Link will be provided after application is approved.

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PAY BY MAIL: Make checks payable to / send to: Blended Roots 246 Cherry St. Bluffton, OH 45817.

There is NO RAIN DATE or alternative facility provided. No refunds are given if the festival is canceled due to weather.

Rules and Responsibilities:

- **Vendors must have proof of liability insurance.**
- **Securing a State of Ohio sales license/permit is entirely the responsibility of the vendor; a state vendor number must be listed on the event application and presented on the day of the festival. Learn more at bit.ly/2otvdxF.**
- Business must be conducted within the assigned booth.
- Vendors must abide by and keep show times as stated. No late arrivals or early departures.
- Vendors must supply their own currency to make change.
- The vendor is responsible for collecting sales tax.
- All booth equipment- tables, racks, chairs, canopies, etc.- must be supplied by the vendor.

Make Checks payable to / send to:
Blended Roots
246 Cherry St. Bluffton, OH 45817

Vendor Application

October 15th, 2022

\$40 per Booth Through 09/02/22

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\$60 per Booth 09/03/22-09/14/22

CONTACT INFORMATION (please fill out ALL line)

Name/Business	
Street Address	
City State ZIP	
Home Phone	
Cell Phone	
E-mail Address	

INSURANCE

All vendors are required to have their own liability insurance and vendor license number. (Attach copies)

Yes, I have insurance.

Yes, I have a vendor license.

DESCRIPTION OF ITEMS FOR SALE

Vendors with non-commercial artwork and crafts are invited to participate in this event. Mass-produced components should be limited and not sold separately.

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OUR POLICY

No guarantees may be made on booth placement. The vendor agrees to assume all risk of loss for theft or damage to merchandise and equipment, and liability for injury or damaging pertaining to participation in the festival.

I accept this statement and the rules and regulations regarding participation in the festival.

Name (Printed)	
Signature	
Date	

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Fillable form may be emailed to blendedrootsbluffton@gmail.com

LOCATION:

Booths will be set up around the vicinity of Blended Roots at 246 Cherry St. Bluffton, OH.

Bluffton is in west-central Ohio, Allen County. The downtown is just 3 minutes from I-75 using exits 140 and 142; Bluffton is also near U.S. 30.

BOOTHS:

All booths are 15 feet across by 10 feet deep. Exhibitors may register for more than one booth, as needed.

No electricity is available.

Notifications of booth assignments will be sent by 10/10/22.

Booths are reserved on a first-come, first-served basis when payment is received. Fees are non-refundable.

SET-UP AND PARKING:

Vendors may begin setting up at 6 a.m. on Saturday. All vehicles must be removed by 8:45 a.m. Parking for vendors 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 put a letter with your application.

STATE OF OHIO COMPLIANCE:

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 up 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 license, call your county auditor's office or visit https://www.tax.ohio.gov/sales_and_use/registration.aspx.

Bluffton is in two counties. The show is in Allen County, Ohio, where the sales tax is 6.75 percent.

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QUESTIONS?

Contact Blended Roots at 567-226-1099 or email us at blendedrootsbluffton@gmail.com. Find us on Facebook and Instagram!