

**For Office Use Only**

Received: \_\_\_/\_\_\_/\_\_\_ Seller's Permit Rec'd \_\_\_

Confirmed: \_\_\_/\_\_\_/\_\_\_ Insurance Cert. Rec'd \_\_\_

*Vendor Application*

*SNC Day*

*Art and Craft Fair*

*September 17, 2011*

**10:00 a.m. – 6:00 p.m.**

Vendor Name \_\_\_\_\_

Address \_\_\_\_\_

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

Contact \_\_\_\_\_ E-mail \_\_\_\_\_ Fax \_\_\_\_\_

Applicants must submit three (3) photos of their completed work with their application for evaluation.

*Vendor Space Information:*

Number of 10' x 10' spaces: \_\_\_ @\$40 space Vendor must provide own tent \$ \_\_\_\_\_

*Space Set-up Needs*

8' Table \_\_\_\_\_ \$7= \$ \_\_\_\_\_

Chair \_\_\_\_\_ \$1 = \$ \_\_\_\_\_

*Please continue to page 2 to sign & date Vendor Contract.*

*Make checks payable to St. Norbert College and return with payment and photos to:*

*Chris Betcher  
St. Norbert College  
Alumni and Parent Relations  
100 Grant St.  
De Pere , WI 54115*

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## Vendor Contract

The St. Norbert SNC Day Art and Craft Fair is a cultural event promoting our great faculty, staff and facilities St. Norbert College (SNC) reserves the right to limit participation of craft, accessory, and gift items in the art fair. To maintain the quality of SNC Day Art Fair, applicants must submit three (3) photos of their completed work with their application for evaluation. All Fees will be returned to vendors who have not been chosen to participate in the Art fair.

**Vendor Spaces.** All spaces are 10' x 10' and covered by tents provided by the vendor. The cost to reserve a space is \$40 per space. **Vendors may not sublease their space.** Sublease includes renting, sharing, donating or in any way allowing another company or person to display or advertise in an exhibitor's space. Vendors must provide their own display shelves and protection from inclement weather. Full payment for space and services is due with application. **Final deadline for vendor registration is August 26, 2011 or until full. Space is limited to 40 vendors.**

**Vendor Set-up/Tear-down.** Vendors may set up their booth space on Saturday, September 17, 2011, between 7-10:00 a.m. **Vendor agrees to have booth ready by 10:00 a.m. on Saturday September 18 and will not dismantle their booth until 6 p.m. on Saturday.** Vendors are requested to clean all debris from their booth space(s) before they leave and place garbage in the appropriate garbage receptacle.

**Liability and Insurance.** The Vendor agrees to indemnify and hold harmless St. Norbert College, Inc. and the Premonstratensian Fathers and their employees, officers, Board of Trustees and agents from claims arising out of its participation in 2010 Art Fair, including claims caused by the negligence, errors or omissions of SNC. SNC will take all reasonable precautions to protect vendors from such loss. SNC will not be liable for injuries to, or loss or damage to the property of, the vendor, its employees, agents, guests, or attendees, arising out of the 2011 Art Fair, including but not limited to injuries, losses, or damage due to theft, vandalism, fire, smoke, water from any source, or defects in booths, tents or other equipment.

St. Norbert College requires a certificate of insurance that includes a 30-day notice of cancellation of coverage or of material change in the coverage. By August 26, 2011 vendors must provide a certificate of General Liability insurance including, premises and operations and products and completed operations coverage. The limits must be \$1,000,000 per occurrence and \$1,000,000 aggregate. St. Norbert College must be named as an additional insured on the policy. Workers Compensation including Employers Liability Coverage, must also be included with limits of \$100,000 occupational disease, \$500,000 per accident, \$100,000 per employee. Please issue a Certificate of Insurance with the additionally insured as follows:

**St. Norbert College, Inc.  
Premonstratensian Fathers  
100 Grant St.  
De Pere, WI. 54115**

**Cancellation:** SNC Day is held rain or shine. An 80% refund will only be given to vendors canceling on or before August 1, 2011.

**Miscellaneous:**

1. Booth spaces must be staffed by vendors at all times.
2. A completed vendor seller's permit must be included with signed contract/application.
3. Absolutely no smoking is allowed on SNC grounds.
4. SNC reserves the right to remove any vendor or participant from SNC Day Art Fair and any future SNC Art Fairs for unacceptable behavior and/or non-compliance with the rules and procedures of SNC Day.

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

Signature \_\_\_\_\_ Date \_\_\_\_\_

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

*St. Norbert*  
*Representative* \_\_\_\_\_ *Date* \_\_\_\_\_