



The Columbus Miniature Society
invites you to participate in their
25th Annual Dollhouse and Miniature Show and Sale
October 29, 2011, 10 AM - 4 PM,
at the **Bethel United Methodist Church,**
1220 Bethel Road Columbus, OH

Under the following terms and conditions:

VENDOR BALANCE: We try to balance our show with a limited number of vendors in each category (i.e. scale, handcrafted, manufactured, supplies, etc.) to provide an interesting and wide selection of merchandise for the customer. In fairness to all vendors, no more than 20% of your total table space may contain merchandise marked for clearance or offered at a substantially reduced price.

Only dollhouse miniatures, supplies, publications, and accessories may be sold.

TABLES: All tables are 8' x 30". Fee \$110 per table and includes electricity **if requested**. Chairs, table signs and nametags will be provided. You must provide your own table cover that extends to the floor, lights, heavy-duty extension cords, connectors and electrical tape.

NO SUPPLEMENTAL TABLES, HOUSES OR DISPLAYS MAY BE PLACED BETWEEN, IN FRONT OF, OR BEHIND THE TABLES. Aisles must be kept open to comply with fire regulations. Nothing shall be posted, tacked, nailed, screwed, or otherwise attached to the walls, floor or furniture. Tables are to be staffed during the entire show.

SET-UP/TAKEDOWN TIME: Vendors may set up from 4 PM - 7 PM, Friday, October 28, 2011 and at 7 AM on Saturday, October 29, 2011 and, must be ready by Show time at 10 AM. Vendors will have from 4 PM - 6 PM after the Show for takedown.

Fees are due on registration:

Make check payable to Columbus Miniature Society
and Mail to: Sue Ellen Steinmetz
Columbus Miniature Society
585 E Town St. Apt. 2
Columbus, OH 43215

(PLEASE include Apartment number. The Post Office has not delivered mail without it.)

BAD CHECKS: If a banking institution returns a check to us, we will return the check and contact the Vendor. The application will then be null and void, and the Vendor will be responsible for a \$35 returned check fee.

DOOR PRIZES: In your table packets, there will be a coupon for the door prize. The coupon will be collected on Saturday morning, if you want to donate. The coupon will then be handed out to the winner and they will come back to your table to collect the prize and turn over the coupon to you.

SMOKING IS NOT PERMITTED anywhere in the Church.

FOOD: Lunch may be purchased on the premises. Complimentary coffee and snacks will be served during set-up on Saturday morning. Any Dealer, working alone, can make arrangements with the hospitality committee for lunch delivery. Other dealers are asked to pickup their lunches from the lunch room.

QUESTIONS or concerns contact: Sue Ellen Steinmetz, Show Chairperson; 614-464-2921 ;
steinmetzse@yahoo.com

CONTRACT Information continued:

Please PRINT the following:

Please circle the "Yes" or the "No" next to the information line you want us to include in the program.

Name of Business _____	Yes	No
Name _____	Yes	No
Address _____	Yes	No
Address _____	Yes	No
City, State, ZIP _____	Yes	No
Area Code and Telephone number _____	Yes	No
E-Mail Address _____	Yes	No

Description of Merchandise and price range (Use back if necessary).

TAX COLLECTION: Ohio requires all vendors to collect sales tax on all retail sales and to have one of these licenses:

Ohio Transient Vendor's License Number: _____

or Regular Ohio Vendor's License Number: _____

Number of 8' tables: _____ x \$110 = \$ _____ Total due _____.

Need Electric? Yes _____ No _____

No space will be reserved without full payment. Nor can we attempt to honor special requests for table placement without full payment. We reserve the right to fill the tables based on the room resources like electricity and traffic flow or other criteria at our discretion.

Vendor cancellation Refund policy:

Cancellations postmarked after August 31 will not be refunded.

Cancellations postmarked from June 14 through August 31 will receive a 50% refund.

Cancellations postmarked through June 13th will receive a full refund less a \$10.00 processing fee.

Mail fees to Columbus Miniature Society, Sue Ellen Steinmetz, 585 E. Town St. Apt. 2, Columbus, OH 43215

Security will be provided during the show but not over Friday night and the facilities will be locked.

If the Show is cancelled by the Columbus Miniature Society, this contract is null and void and the vendor waives all claims except for the refund of the table fee. Vendor expressly agrees to assume all risks of loss or damage to themselves or their property, employees or agents and will not hold the Columbus Miniature Society, its officers and members, or Bethel United Methodist Church responsible for any loss or injury.

I have read the contract and agree to the conditions on both pages.

Signature _____ Date signed: _____