

## CONTRACT

### 2024 Guidelines

All exhibitors must agree to and abide by the following guidelines upon acceptance into any and all events sponsored by Kel and Company, LLC.

Please review these terms thoroughly:

1. A \$25 deposit, which is a commitment to the show, is required within 10 days of applying and is **nonrefundable**. Kel & Company reserves the right to reject applications if the deposit is not paid in a timely manner. **The remaining balance for the show is due 45 days prior to the show.** You may postdate a balance check and enclose it with your application if you wish.
2. Deposits can be paid by mail, in person, or online via our Square link provided on our website at [www.keenecraftshow.com/apply](http://www.keenecraftshow.com/apply). The rest of your payment must be made by cash, check, or money order. Payments can be mailed to Kellie Jones at 164 Maple Ave, Keene NH 03431.
3. If it becomes necessary for Kel & Company, LLC to cancel an event for any reason, we will credit crafters toward a future show.
4. Any cancellations by the crafter must be provided *in writing*.
  - *Up to 45 days prior to show date:* You may receive a refund for your booth MINUS the \$25 nonrefundable deposit OR credit toward a future show.
  - *44 to 30 days prior to show date:* No refunds will be given. You may receive credit (minus the nonrefundable deposit) toward a future show.
  - *29 to 14 days prior to show date:* No refunds will be given. You may receive credit (minus the nonrefundable deposit) toward a future show ONLY IF we are able to fill your booth space.
  - *Less than 14 days prior to show date:* No refunds or credits will be given.
  - Kel & Company, LLC reserves the right to adjust for individual cases of extreme circumstances, such as bad weather, health, or COVID related instances—but credits are not guaranteed.
5. If your check is returned because of insufficient funds, you, the exhibitor, must replace it with a money order plus a \$30 additional fee.
6. Exhibitors agree to sell only items listed on their own applications. We accept only handmade items—no direct sales, resale, or mass produced merchandise.
7. Kel and Company, LLC reserves the right to cancel an exhibitor for misrepresentation or any other appropriate reason. No refunds or credits will be given.
8. As the promoter, we reserve the right to remove any offensive products from a booth.
9. We will allow 25 to 30 jewelers or 25% of total booths sold.
10. Some food vendors are allowed in the show, and products must be of very high quality. Vendors are responsible for their own permits, if needed.
11. All exhibitors will have a professional and safe display.
12. No open flames or confetti is allowed unless given permission.

13. Exhibitors agree not to hold Kel & Co. or any facility of an event liable for damages or losses incurred as a result of participating at any event. Insurance is the exhibitor's individual responsibility.
14. Exhibitors agree to act in a professional manner and to cooperate cheerfully with the show management and other exhibitors.
15. Exhibitors agree to follow any rules and guidelines required by the venue in which the event is held (i.e., Keene High School or wherever the show is taking place).
16. Exhibitors agree to be set up at least 30 minutes prior to the opening of the show, or forfeit their space if not set up in a timely manner. No refunds or credits will be given for no-shows.
17. Exhibitors agree to comply with parking regulations at each show and will not block access areas for loading and unloading.
18. No smoking in the exhibition area. Smoking is allowed only in areas permitted.
19. If an exhibitor takes an order, which is paid or has a deposit, the exhibitor is obligated to fill the order in a timely manner. If the exhibitor does not do so, the exhibitor is barred from all future shows.
20. Exhibitors must remain set up for the duration of the show hours and not leave early, except for severe illness or emergency. Otherwise, you are barred from all future shows without any refunds.
21. Exhibitors agree to pick up after themselves and not leave any trash in their space, or be billed a \$25 clean-up fee.
22. Exhibitors agree to vacate the show premises in the allotted time given for breakdown.
23. Kel and Company, LLC reserves the right to make changes and add to these guidelines.

By submitting your application, you are agreeing to comply to these terms.

**Kel & Company, LLC**  
 164 Maple Avenue  
 Keene, NH 03431  
 Telephone: (603) 762-6900  
 E-mail: [kelandconh@outlook.com](mailto:kelandconh@outlook.com)  
[www.keenecraftshow.com](http://www.keenecraftshow.com)



**ANNUAL CRAFT FAIR  
 EXHIBITOR APPLICATION**

June 8, 2024 (rain date June 9) – 9 AM to 3 PM – Keene Middle School

To register, complete the form below, and return ASAP.

CONTACT NAME \_\_\_\_\_

EXHIBITOR’S COMPANY \_\_\_\_\_

COMPANY ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_

STATE \_\_\_\_\_ ZIP \_\_\_\_\_

TELEPHONE \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

Description of Exhibit/Product: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

List of all equipment you will be using \_\_\_\_\_

\_\_\_\_\_

**EXHIBITOR CHARGES**

	Price	Quantity	Total
Booth Rental Space (10x10)	\$85		
Extra space (\$10 per foot)	\$10		

**Optional**

	Price	Quantity	Total
6' table rental	\$20		

\*NO CHAIRS are available—please be sure to bring your own. You may bring your own EZ UP. There is also NO electricity, but you may use a safe, quiet generator.