

Garden Affair

May 10-May 13, 2018

At the Headley-Whitney Museum of Art
in Lexington, KY



Company Name: _____

Company Name as it Should Appear in Promotional Materials:

Contact Name:

Address:

City: _____ **State:** _____ **Zip Code:** _____

Phone: _____ **Email:** _____

Website: _____
Facebook: _____ **Twitter:** _____

Product Displayed:

Booth Selection: __ 10' x 10' for \$300 __ 10' x 20' for \$600 __ 10' x 30' for \$900

Full Payment Must be Received by February 23, 2018 to secure spot:

- Check Enclosed (Payable to "Headley-Whitney Museum")
- Will Call (859-255-6653) to Process Credit Card
- Will pay online through PayPal on www.headley-whitney.org

Advertising and Sponsorship Opportunities:

- Interested in an ad in the Show Program
- Interested in Sponsoring (preview party, lecture, demonstration)

I have read the accompanying Rules and Information Sheet.

Signature

Name (Printed)

Date

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RULES

- The Exhibitor will not assign, sublet or share the whole or part of any booth, unless prior written approval is granted by the Museum.
- No booth will be allocated without a signed application and full payment. Sponsors will receive priority in the allocation of booths.
- The Exhibitor assumes the entire liability for losses, damages and claims arising out of injury to persons or damage to Exhibitor's displays, equipment, inventory or other property brought upon the Museum's premises, and the Exhibitor agrees to indemnify, defend and hold harmless the Museum and its directors, agents and employees against all claims or expenses for such losses, damages and claims, including reasonable attorneys' fees, arising out of the use of the Museum's premises.
- The Exhibitor understands that the Museum does not maintain insurance covering the Exhibitor's property or lost revenue.
- The Museum will not be liable for failure to hold the celebration as scheduled. Booth payments will be returned to Exhibitors in that event. Otherwise, all booth payments are non-refundable after March 15, 2018.
- The Exhibitor agrees to obtain any licenses or permits which may be required for the operation of its business during the celebration.
- The Exhibitor will pay all taxes levied as a result of the operation of its business during the event, including Kentucky sales tax.
- To cancel or withdraw your booth prior to March 15, 2018, please contact the Museum by phone or e-mail. Prior to March 15, 2018, cancellation fees of 25% apply. Cancellation on or after March 15 is non-refundable.
- To downsize your booth, please contact the Museum by phone or e-mail. Prior to March 15, 2018, cancellation fees of 25% incurred of the difference between total amount and downsized total amount. Downsizing after March 15 is non-refundable.

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Information Sheet

Location: Headley-Whitney Museum of Art, 4435 Old Frankfort Pike, Lexington, KY 40510
Less than 10 minutes from downtown Lexington.

Event Dates: Preview Party--Thursday, May 10, 2018, 6pm (booths open during
preview 6-7:30pm)

Fair: Friday, May 11 through Sunday, May 13, 2018, 10am-5pm
(The Grounds will be open to vendors at 9am each day.)

Set Up/Clean Up: Set up--Thursday, May 10 beginning at 9am, must be completed by 5pm
Clean up—Sunday, May 13 5pm-7pm or Monday, May 14 9am-12pm

Vendor Information:

- Your booth must be staffed during open hours, unless you have sold all of your product.
- Beverages and refreshments will be available during open hours, and we have designated parking for vendors.
- The Museum provides space only; you will need to provide display items for your booth. Water will be available for plants.
- The event takes place, rain or shine.
- The Museum does not charge any commission from your sales. We strongly encourage you to accept credit cards. Please note that there is cell service at the Museum.
- Booths will be placed on the grounds of the Museum among the Museum's buildings.
- Booth pricing includes listing on the event's website, free listing in the event program and acknowledgement from the Museum's social media sites.
- We encourage you to bring a pop-up but it will need to be secured to the ground.
- There will be no electricity available on site for use in the booths.
- There will be a guard on duty overnight from Thursday evening through Monday morning.
- Advertising opportunities in the "Garden Affair" Program will be available along with sponsorship opportunities for the preview party, lectures and demonstrations.

Contact Information:

Headley-Whitney Museum of Art
4435 Old Frankfort Pike
Lexington, KY 40510
Phone: 859-255-6653
www.headley-whitney.org
hwmuseum@headley-whitney.org