

Keystone Cluster 2016- Concession Application
Friday, Saturday, Sunday August 12, 13 & 14, 2016 - Harrisburg, PA
Expo Hall at the PA Farm Show - Indoors, Air-conditioned

The following terms and conditions apply to all vendors. Your signature on the *Keystone Cluster Concession Application* signifies that you agree to follow and abide by these terms and conditions. The "Keystone Cluster" or "cluster" or "clubs" refers to the Penn Ridge and Harrisburg Kennel Clubs.

The Keystone Cluster reserves the right to limit the number of concessions offering similar merchandise.

A Certificate of Business Liability Insurance must be submitted with the *Keystone Cluster Concession Application*.

No sharing or subletting of booth space allowed. Anyone who violates this policy will be asked to leave with no refund of fees.

Any and all products, display racks or tables, tents (including stakes, ropes, or poles) must be within the space rented. If you use additional footage, you will be charged accordingly. **If you want to display your wares and have adequate space for traffic on the side, you must rent sufficient space.. With the exception of the marked aisles, there is NO GUARANTEE of "aisle" space.** Returning vendors have first option for the same space they had previously. **Spaces will be assigned as full payment is received,**

No vehicles inside the building during show hours. Vehicles must be parked outside the building.

Vending Spaces will be pre-marked and available on or before 10 am, or as designated by the vendor coordinator, on Thursday August 11, 2016.

All vendors vehicles must be removed from the building by 2 pm on Thursday, August 11, 2016. All vendor setup must be prior to 7:00 a.m. Friday August 12, 2016. **Vehicles allowed inside for unloading only and must be moved as soon as unloading is completed to allow others access to the building.** There will be no refund if you fail to arrive prior to 7:00 a.m. Friday, August 12, 2016.

You are responsible for cleaning up any trash in your area before you leave the show grounds. **If the clubs have to clean your area, you will be billed \$200.00 and you risk not being invited back to our shows.**

You may not move from your pre-assigned space without the permission of the Vendor Coordinator and the Cluster Chairman.

The clubs expect you to adhere to AKC rules and regulations. Any violation, such as abusive language or behavior, may subject you to a bench show hearing. Cancellation of the show(s) as outlined in the AKC Rules Applying to Dog Shows will result in a forfeiture of vendor space fees by the vendor.

If your check to the Harrisburg Kennel Club is returned due to insufficient funds, the Harrisburg Kennel Club will charge you \$35.00. Payment for the space plus the \$35.00 must then be submitted in cash or money order. If you rescind your *Keystone Cluster Concession Application*, you must still pay the \$35.00 returned check fee.

No return of payment once accepted unless the Cluster can re-sell your space..

I agree to the above terms and I am requesting concession space at your shows. I agree that I am responsible to pay any applicable sales tax from any item I sell and due to the Commonwealth of Pennsylvania or local tax authority or any other associated fees and/or license to operate a business within the Commonwealth of Pennsylvania as required by law. I agree that I am solely responsible for any merchandise and/or accidents resulting from my sales or vendor space at these shows.

Your Signature

Date

I require the following footage:

\$495.00 for 10 linear feet (minimum fee) for 3 days ; \$525 after June 30. \$550 after July 30.

\$230 for each additional 5 foot of space: _____

_____ Electric Hookups @ \$85.00 = _____ Tables @ \$45.00 = _____ **TOTAL \$ _____**

There is a \$95 discount for application submitted prior to March 15th with at least a \$100 deposit and balance paid by June 30, 2016. ALL FEES MUST BE PAID IN FULL BY JUNE 30 TO HOLD YOUR SPACE. After that date spaces not paid in full are subject to resale and/or relocation and additional late fee.

Keystone Cluster Concession Application
August 2016

Please print or type all information

Name of business owner or agent:	
Name of Concession:	
PA Tax Number – YOU MUST HAVE A PA SALES TAX NUMBER IF NOT EXEMPT	
Address:	
Street	
City, State, Zip	
Day time phone number:	
Including area code	
Fax Number including area code	
Cell phone number:	
Including area code	
E-mail address (required):	
Website (if applicable)	
Type of merchandise displayed::	

___ I would prefer Same location as last year ___ Desire new location (Please describe)
_____ (Will be accommodated as space becomes available)

Please note that with the exception of marked aisles, there is **NO GUARANTEE** of aisle spot. We attempt to accommodate requests but all vending footage except marked aisles are for sale so it is suggested that you reserve the footage required to display your merchandise.

___ I am requesting an increase in footage from the previous year
(Please note that this may require relocation of your booth.)

___ YES, I would like to participate in the Vendor Bucks program

*Please Complete this form and mail with payment (check payable to the **Harrisburg Kennel Club**) and Certificate of Business Liability Insurance to:*

Keystone Cluster Vending
c/oCharlie Olvis/Liz Muthard
12040 Country Mill Dr.
Bristow, VA 20136

Submission of this form with payment and Certificate of Business Liability Insurance does not guarantee acceptance. Once you are accepted and fees are paid, there will be no refund of fees unless your space can be re-sold.

Vendor Bucks

The Keystone Cluster is again offering their class sponsors the option of using 'vendor bucks'. In lieu of trophies or specific merchandise, a class sponsor specifies an exact dollar amount (in \$5 increments) that would be offered. This could be \$5 for class winners; \$10 for winners; \$15 for BOB; etc, etc. The amount of money would be issued as 'vendor bucks' where the recipient would be able to spend the money at the vendor of their choice.

Last year several thousand dollars of Vendor Bucks were given as prizes during the Keystone Cluster 2015 shows.

Vendor Bucks have proven to increase sales with our vendors as well as extremely popular with the winners.

Summary / Specifics:

. **EACH CLUB ISSUES ITS OWN VENDOR BUCKS...** Penn Ridge Kennel Club issues their Vendor Bucks Friday and Saturday, and Harrisburg Kennel Club issues their own Vendor Bucks Sunday. **Vendor Bucks are redeemable only with the issuing club.**

- Vendor buck certificates can be issued in small denominations. For example, a \$20 class winner could receive 4 - \$5 certificates permitting them to spend their 'money' at 4 vendors if they so desire.
- Vendor Bucks are valid for 30 days after the end of our cluster. This ensures that those people that win on Saturday or Sunday are able to use their bucks. Dates will be printed on the 'bucks'.
- Vendors have 60 days from the date of the cluster to redeem their money. **You may submit the vendor bucks to the correct club treasurer at the show if you like.** The name of the club, treasurer, and mailing address will be printed on the vendor buck. Each club will be happy to reimburse you at the shows for their club's Vendor Bucks. However, please remember that Penn Ridge Kennel Club is Friday and Saturday.
After Saturday, you will have to mail your Penn Ridge Kennel Club Vendor Bucks to the PRKC treasurer.

Harrisburg Kennel Club Vendor Bucks are issued Sunday and are to be turned in to the Harrisburg Kennel Club treasurer or mailed to the Harrisburg Kennel Club treasurer after the show.

- Upon receipt of the Vendor Bucks with information completed by the vendor, the club treasurer will issue a check to you for the amount of vendor bucks that you have submitted for payment. Checks for mailed Vendor Bucks will be mailed to the vendor.