



2024 Registration Form and Contract Agreement

Name of Dealer's Business (For Directory & Signage): _____

Washington State UBI # **(Required)**: _____

Specific Products Offered **(Required)**: _____

Dealer(s) Name(s): _____

Mailing Address: _____

City, State, Zip: _____

Telephone: _____ Cell Phone: _____

E-mail Address: _____

Website (If Any): _____ Place Link on Show's Website

Facebook Page (If Any): _____ Place Link on Show's Website

Names for Show Access Badges (List **ALL** people, including yourself, who will be staffing your booth).
Up to 2 show access badges per space are provided free of charge; additional badges are \$5 each:

PLEASE INDICATE HOW MANY BOOTH SPACE(S) AND THE SUPPORT ITEMS YOU WISH TO RESERVE:

___ **12' x 12'** Space: \$200 ___ **12' x 18'** Space: \$300 ___ **12' x 24'** Space: \$400

___ **12' x 6'** Space: \$100 → *A Very Limited Number of 12' x 6' Spaces May Be Available; Before Registering,*

Please Email: KitsapAntiqueShow@gmail.com to Confirm Space Availability

Total Amount for All Requested Booth Space(s) \$ _____

Extra Show Badges (Other than the 2 Included Free): ___ at \$5.00 Each \$ _____

Please Note: Tables, Chairs, & Use of Electricity MAY NOT BE AVAILABLE UNLESS Reserved Before February 10, 2024

8 Ft. Table(s): ___ at \$12.00 Each \$ _____

Chair(s): ___ at \$2.00 Each \$ _____

Use of Electricity (If Needed): \$40.00 Per Booth Space..... \$ _____

Total Registration Fees: \$ _____

Less **Initial Deposit**, Paid with Registration (Minimum of \$50.00 **Due Now**): - \$ _____

Balance Remaining to Be Paid (Due No Later Than March 1, 2024): \$ _____

To reserve space(s) at the show, please make your check payable to: **Kitsap Antique Show** and mail, along with this **signed** Registration Form and Contract Agreement (**all three pages**), to:

**Kitsap Antique Show
Jeanny Peel
10514 Sirocco Cir NW
Silverdale, WA 98383**

PAYMENT AMOUNT ENCLOSED: \$ _____

Terms and Conditions and Show Rules

The Kitsap Antique Show is an annual event and fundraiser that is organized and managed by the Puget Sound Genealogical Society. For the purpose of this Contract Agreement, this organization shall be referred to as the "Host." The applicant shall be referred to as the "Dealer."

This agreement is between the Host and the Dealer and is effective on the date that the Dealer's signed 2024 Registration Form and Contract Agreement is accepted by the Host.

Agreement: The Dealer agrees to pay Kitsap Antique Show fees for requested booth space(s) and support items, as itemized on page 1, and to comply with all show rules and regulations, as itemized on pages 2 and 3. The Host reserves the right to terminate this Contract Agreement at any time if there is a breach of its terms or any show rules or regulations by the Dealer. If this occurs, no deposits or other show-related fees will be refunded.

Show Dates, Hours of Operation, and Location: The show will be open to the public on **Saturday, March 16, 2024**, from **9:00 a.m. – 5:00 p.m.**, and **Sunday, March 17**, from **9:00 a.m. – 4:00 p.m.**, in the Presidents' Hall at the Kitsap County Fairgrounds and Events Center in Bremerton, WA. The setup period is 8:00 a.m. – 8:00 p.m. on Friday, March 15. The Dealer must have the booth(s) *completely* ready for showing by 9:00 a.m. on Saturday. **The Dealer agrees that the booth(s) covered under this Contract Agreement will be open for business and adequately staffed during all scheduled public show hours. The Dealer further agrees not to begin dismantling the booth(s) or packing up merchandise until the show closes, at 4:00 p.m. on Sunday. The booth take-down and load-out period begins at 4:00 p.m., and all Dealer packing and loading must be completed no later than 9:30 p.m., at which time everything must be out of the Presidents' Hall.** Show staff will be available to help Dealers with both load-in and load-out.

Show Booth Spaces: The Host will attempt to accommodate all Dealers with appropriate space(s) and requested space based upon the type of merchandise exhibited and individual Dealer space-related requests. Early registration will facilitate this process. The Dealer will be notified of the acceptance or non-acceptance of the booth space reservation(s) within fifteen (15) business days after receiving the Dealer's registration and payment. If the reservation is not accepted, the payment will be refunded to the Dealer in full within fifteen (15) additional business days. Dealers will be notified of their space assignment locations approximately one week prior to the show. **Subletting or donation** of a show booth space, either partially or in its entirety, **is not permitted without the written consent of the Host.**

Deposits and Final Payments: A deposit of at least \$50.00 MUST accompany the signed Registration Form and Contract Agreement to reserve the requested booth space(s). *Spaces may be subject to reassignment if the full payment balance due is not received by **March 1, 2024.*** A fee of \$40.00 will be assessed for any check returned as unpayable.

Cancellation and Refund Policy: If the show is cancelled or rescheduled by the Host, paid registration fees will be refunded (*OR* the Dealer can apply them to their registration for the next scheduled show). If, after payment of a show fee, the Dealer finds that participation in the show cannot occur as planned, the Host will refund the Dealer's payment(s) **IF notice of cancellation is received by the Host before **March 1, 2024.**** No refund will be made if the Dealer is a "no show" at the event.

Liability: The Host is not liable for "Acts of God" that may result in the cancellation, rescheduling, or modification of the event. It is understood by all parties there will be no refunds due to inclement weather.

Security: The Host is not responsible for the merchandise or any property of the Dealer. Property that may be damaged, stolen, or lost before, during, or after the show is not the responsibility of the Host, its affiliates and agents, or the operators of the venue. The Host will provide overnight security around the exterior of the Presidents' Hall from 10:00 p.m. on Friday until 6:00 a.m. on Saturday and from 10:00 p.m. on Saturday until 6:00 a.m. on Sunday.

Safety Regulations: The Dealer must comply with all local fire codes, laws, ordinances, and regulations pertaining to health, fire prevention, and public safety. The Dealer agrees to tape all edges of carpets and rugs and any electrical cords to the floor (to prevent tripping hazards) and to provide all extension cords needed (all must be properly *grounded* and *electrical-code approved*). Dealer agrees to comply with all posted rules related to these requirements.

Signs and Table Covers: All booth signage will be subject to the approval of the Host. The host will provide an 8 1/2" x 11" sign to identify your booth. The Host encourages use of special signs to highlight the Dealers' products or services. However, to maintain the caliber of our show, *general-discount signs are not allowed*. The Host reserves the right to have the Dealer remove signs that are not in keeping with the show's image. All tables must have table covers, preferably extending to the floor.

Animals: Per the Kitsap Fairgrounds and Events Center rules, only officially registered service animals (as defined under The Americans with Disabilities Act) may be present within show spaces. Persons having animals on the grounds must use every precaution to ensure the safety of the people inside and around Presidents' Hall.

Sales Tax: The Dealer must comply with all applicable laws and regulations concerning collection and submission of Washington State sales tax, including any local sales taxes and the acceptance of Reseller Permits, and must cooperate with any tax regulation authority whose jurisdiction encompasses the event. Washington requires that the Dealer be registered with the Washington State Department of Revenue and collect sales tax while participating in the show. The Washington State Department of Revenue may be contacted at 800-451-7985, or via their website at: <https://dor.wa.gov/>.

The Dealer and Host agree to be bound by the Terms and Conditions and Show Rules set forth herein. Further, the Dealer indemnifies, and agrees to hold harmless, the Host and/or the Kitsap County Fairgrounds Events Center and their respective officers, directors, employees, and agents from any actions, losses, costs, damages, claims, and expenses (including attorney's fees) arising from any damage to property and/or bodily injury to the Dealer, his or her co-exhibitors, agents, representatives, and employees by reason of the Dealer's occupancy or use of the exhibition facilities.

I confirm that I have read, understand, and agree to abide by these Terms and Conditions and Show Rules.

Dealer's Signature: _____ **Date:** _____

The Dealer's registration is accepted, contingent upon receipt of at least the minimum deposit amount and *signed* Registration Form and Contract Agreement.

Host's Signature: _____ **Date:** _____

FOR OFFICE USE ONLY

DATE CONTRACT & DEPOSIT RECEIVED: _____ INITIAL AMOUNT RECEIVED: \$ _____

DATE ACCEPTANCE CONFIRMED TO DEALER: _____ WEBSITE'S DEALER LIST UPDATED

ASSIGNED TO BOOTH SPACE(S): #

DATE FULL / FINAL PAYMENT RECEIVED: _____ AMOUNT RECEIVED: \$ _____

ITEM(S) ADDED ON-SITE?: _____ AMOUNT PAID AT SHOW: \$ _____

OTHER DETAILS: _____

TOTAL RECEIVED: \$