



### 2018 Registration Form and Contract Agreement

Dealer's Business Name: \_\_\_\_\_

Washington State UBI # **(Required)**: \_\_\_\_\_

Products Offered **(Required)**: \_\_\_\_\_

Dealer(s) Name(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Names for Show Badges (List **ALL** people, including yourself, who will be staffing your booth. Up to 2 show badges per space are provided without charge.):

\_\_\_\_\_

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

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

**PLEASE INDICATE HOW MANY BOOTH SPACE(S) YOU WISH TO RESERVE:**

\_\_\_ 12'x12' Space(s) at \$150 Each    \_\_\_ 12'x18' Space(s) at \$225 Each    \_\_\_ 12'x24' Space(s) at \$300 Each

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

Additional Show Badges: \_\_\_ at \$5.00 Each ..... \$ \_\_\_\_\_

Names for Additional Badges: \_\_\_\_\_

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

Folding Chair(s): \_\_\_ at \$2.00 Each ..... \$ \_\_\_\_\_

Electrical Outlet(s): \_\_\_ at \$20.00 Each ..... \$ \_\_\_\_\_

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**Total Amount Due:** \$ \_\_\_\_\_

Initial Deposit Amount (**Minimum \$50.00 Due Now**): - \$ \_\_\_\_\_

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Balance Remaining to Be Paid (**Due No Later Than February 3, 2018**): \$ \_\_\_\_\_

Late Reservation Fee of \$15.00 (After February 3, 2018): + \$ \_\_\_\_\_

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**FINAL PAYMENT AMOUNT DUE:** \$ \_\_\_\_\_

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**

<b>INITIAL PAYMENT AMOUNT ENCLOSED:</b> \$ _____
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## **Terms and Conditions and Show Rules**

The Kitsap Antique Show is an annual event and fundraiser that is organized and managed jointly by the Puget Sound Genealogical Society and the Kitsap Historical Society & Museum.

For the purpose of this Contract Agreement, these organizations 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 2018 Registration Form and Contract Agreement is accepted by the Host.

**Agreement:** The Dealer agrees to pay the Kitsap Antique Show 2018 fees, as itemized on page 1, and to comply with all rules and regulations of the show, 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 of any show rules or regulations by the Dealer. If this occurs, no deposits or other show-related fees will be refunded.

**Show Location, Dates, and Hours of Operation:** The show will be open to the public on Saturday and Sunday, February 24 and 25, 2018, 9:00 a.m. – 4:00 p.m., in the Presidents’ Hall, at the Kitsap County Fairgrounds and Events Center in Bremerton, Washington. The setup period is 8:00 a.m. – 8:00 p.m. on Friday, February 23, 2018. The Dealer must have the booth(s) 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, after which the booth take-down and load-out period is 4:00 p.m. – 8:00 p.m.

**Show Booth Spaces:** The Host will assign spaces to each Dealer on a first-come, first served basis. The Host will attempt to accommodate all Dealers with an appropriate choice of space(s) based upon the type of merchandise exhibited and individual Dealer space-related requests. The Dealer will be notified of the acceptance or non-acceptance of the booth space reservation 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. 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 Late Fees:** A minimum deposit of \$50 must accompany the signed Registration Form and Contract Agreement in order to reserve the requested booth space(s). Spaces may be subject to reassignment if the full payment balance due is not received by February 3, 2018. Late reservations or late payments will incur an additional fee of \$15.00. A fee of \$40.00 will be assessed for any check returned as unpayable.

**Cancellation and Refund Policy:** 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, *unless* notice of cancellation is received by the Host after February 17, 2018. 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 delays or refunds due to rain or 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 that all edges of carpets and rugs will be taped to the floor to prevent tripping hazards.

**Signs:** All booth signage will be subject to the approval of the Host. The Host encourages use of special signs to highlight the Dealers' products or services. However, in order 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.

**Animals:** The Host discourages having dogs present within show booth spaces; however, the Dealer is allowed to have a small dog in the booth space only if the animal is clean and does not disturb others, as determined by the Host.

**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 to collect sales tax while participating in the show. The Washington State Department of Revenue may be contacted at 800-647-7706, or via their website at: [www.dor.wa.gov](http://www.dor.wa.gov) (for a Business License Application, visit the "Get a Form" section).

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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: \_\_\_\_\_

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**FOR OFFICE USE ONLY**

DATE CONTRACT AND DEPOSIT RECEIVED: _____	AMOUNT RECEIVED: \$ _____
	<input type="checkbox"/> DEALER LIST UPDATED
DATE ACCEPTANCE CONFIRMED TO DEALER: _____	<input type="checkbox"/> WEBSITE'S DEALER LIST UPDATED
ASSIGNED TO BOOTH SPACE(S): # _____	
DATE FULL/FINAL PAYMENT RECEIVED: _____	AMOUNT RECEIVED: \$ _____
OTHER DETAILS: _____	