



Annual Craft & Vendor Show

10 a.m. to 4 p.m. Saturday, Sept. 21, 2019

Registration Deadline: Aug. 1, 2019

Please read the 2019 rules and regulations on Page 2 before signing and submitting your form.

RELEASE AND WAIVER: To the fullest extent permitted by law, I/we hereby assume all risk of personal injury or death and property damages or loss from whatever causes arising while I/we are involved in connection with West Fest Activities and I/we hereby release the City of West Fargo and the West Fest Committee, including volunteers and parade committee members, from any and all claims relating to or arising out of activities in which I/we are participants in connection with West Fest Activities, whether known or unknown, foreseen or unforeseen, liquidated, unliquidated, fixed, contingent, material or immaterial, disputed or undisputed, suspected or unsuspected, asserted or unasserted, direct or indirect, at law or in equity and I/we understand and acknowledge the significance of such release and waiver and I/we hereby assumes full responsibility for any injuries, damages or losses that I/we may incur as a result of its execution of this release and waiver.

Please return your exhibitor registration along with payment to: City of West Fargo – West Fest CVS
Attn: Courtney Williams • 800 Fourth Ave. E. Suite 1 • West Fargo, ND 58078. Checks should be made payable to City of West Fargo – West Fest CVS.

First Name: _____ **Last Name:** _____

Business Name: _____ **Exhibitor Category:** Crafter Vendor

Description of items: _____

Address: _____ **City:** _____ **State:** _____ **ZIP code:** _____

Phone Number: _____ **Email:** _____

No. of 10'x10' Booth Spaces _____ **x \$30.00 = \$** _____ **Cash** **Check #** _____

By signing the application, exhibitor acknowledges that they have read the rules and regulations. Note: City of West Fargo reserves the right to change, alter or revise the rules and regulations as it deems necessary without notice.

I agree to the rules and regulations: _____



RULES & REGULATIONS

Craft & Vendor Show 2019

Amended 7.1.2019

Welcome:

Welcome to City of West Fargo and West Fest 2019! We are glad you have chosen to be a part of our community celebration. Many events are planned during West Fest on Sheyenne Street and we are pleased to move this event closer to the festivities and the thousands of people it brings to our beautiful city. We hope that you like the change! Please enjoy our city and your experience.

For logistical inquiries, Jennifer Ebens will be your contact for the craft and vendor show and can be reached at 701-367-2358 and jennifer4ace@gmail.com.

For questions about payment or the application process, contact Courtney Williams at courtney.williams@westfargond.gov or Ellen Rossow at ellen.rossow@westfargond.gov.

Thank you,
West Fest 2019 Staff

2019 Rules & Regulations:

- There are a limited number of exhibitor booth spaces for crafters and vendors.
- All exhibitor applications received will be reviewed and selected based on available spaces in exhibitor category (crafter or vendor), quality of products and past adherence to the show's rules and regulations. Exhibitors found to be in violation of rules and regulations in the past may not receive an invitation or approval to exhibit in the future.
- Payment will not be processed until after has approved the application.
- Event will be held regardless of weather conditions, except in the case of severe weather.
- No refunds will be provided after payment has been processed.
- Exhibitors may set up beginning at 8 a.m. Saturday, Sept. 21, and must be finished setting up by 9:30 a.m. Exhibitors will be advised where to park one week before the event.
- All spaces are located in an asphalt lot. Use of stakes are prohibited.
- The City of West Fargo is not liable for the loss, damage or injury to any person(s) or product(s).
- Exhibitor agrees to remove all materials and decorations from booth space and return space to the same condition it was received by 7 p.m. Saturday, Sept. 21.
- Exhibitor agrees to take responsibility for any damage to the Pioneer Place property.
- Each vendor is responsible to keep their booth clean and neat at all times.

Exhibitor shall supply:

- Table(s) and chair(s)
- Tent/canopy along with tie downs and weights. Stakes are prohibited.

Event shall supply:

- No electricity
- Shared portable bathrooms
- Shared garbage receptacle