



**22nd Annual Craft Show  
September 24, 2016, 10AM - 4PM  
Newport, VT**

**REGISTRATION**

Please, only one craftsperson per application

Name \_\_\_\_\_ Business \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

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

What are you selling? \_\_\_\_\_

There are numerous spaces available in the Gateway Center, and more available if needed. Each space is approximately 10' X 10'. If you do not need electricity, please don't choose a space with it. Spaces are awarded on a first come, first served basis. Please check the appropriate lines below regarding your space(s) and include the registration fee of \$25 with this form and mail to "Newport Parks & Recreation" 222 Main Street, Newport, VT 05855. We are asking for one donated item from each crafter for a raffle. Please list your donated item: \_\_\_\_\_. All crafters must stay open until 4PM; anyone packing up early will not be invited back.

Space: 1st choice \_\_\_\_\_ 2nd choice \_\_\_\_\_ 3rd choice \_\_\_\_\_

Do you need electricity? \_\_\_\_\_ Other information: \_\_\_\_\_

**ASSUMPTIONS OF RISK AND RESPONSIBILITY**

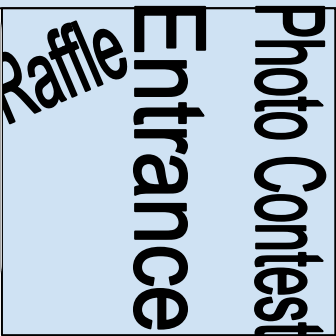
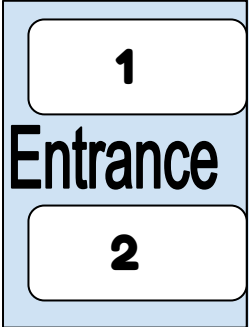
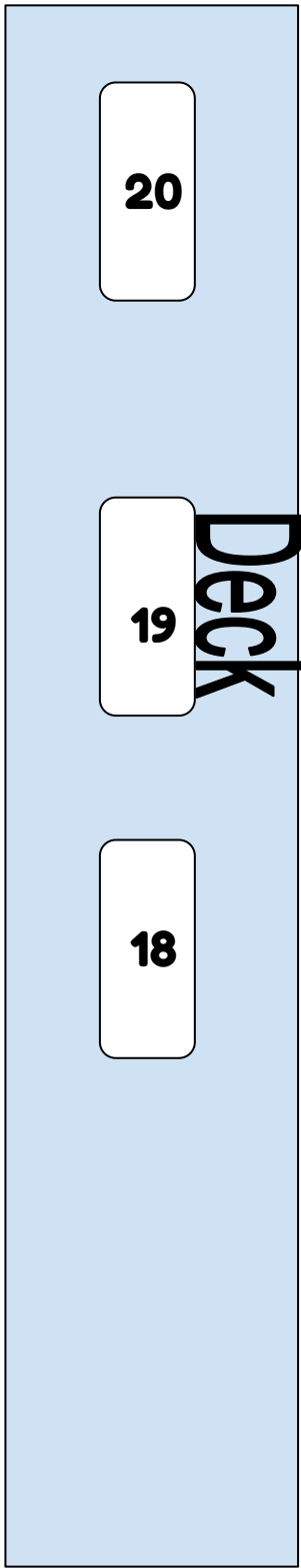
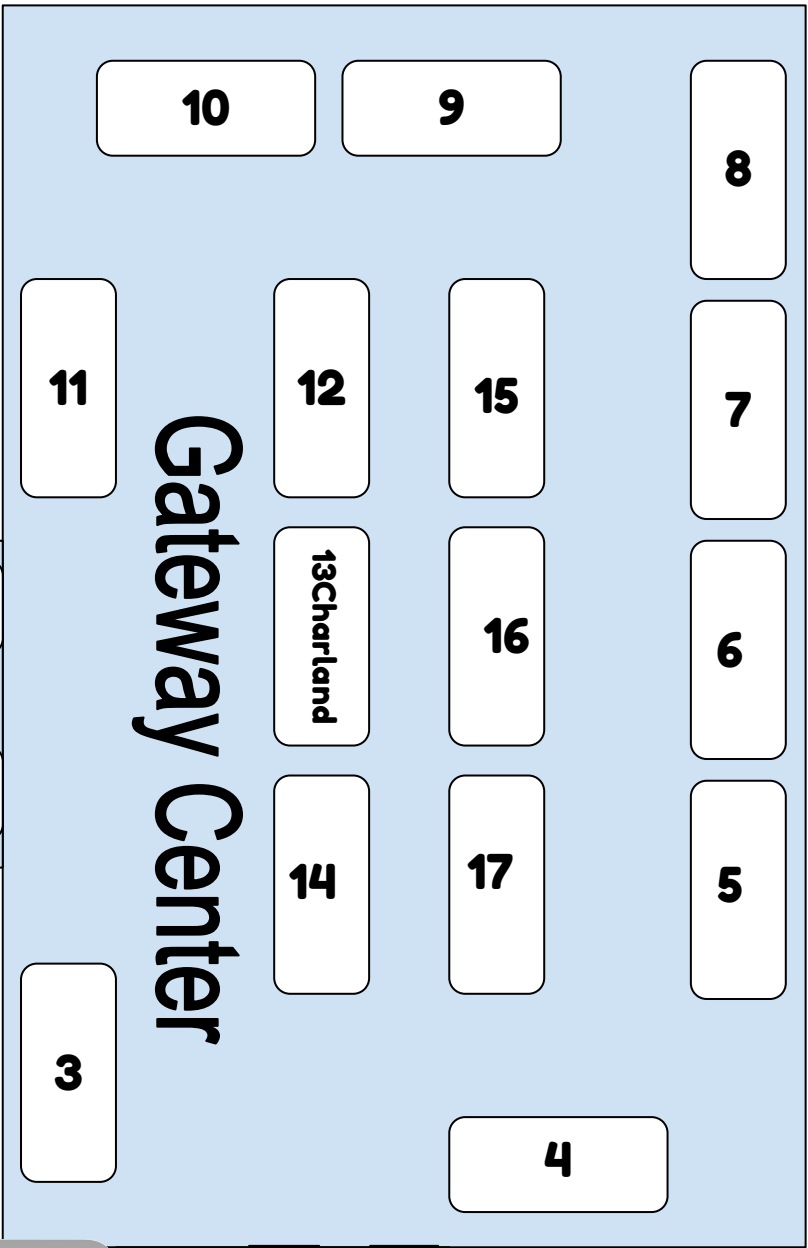
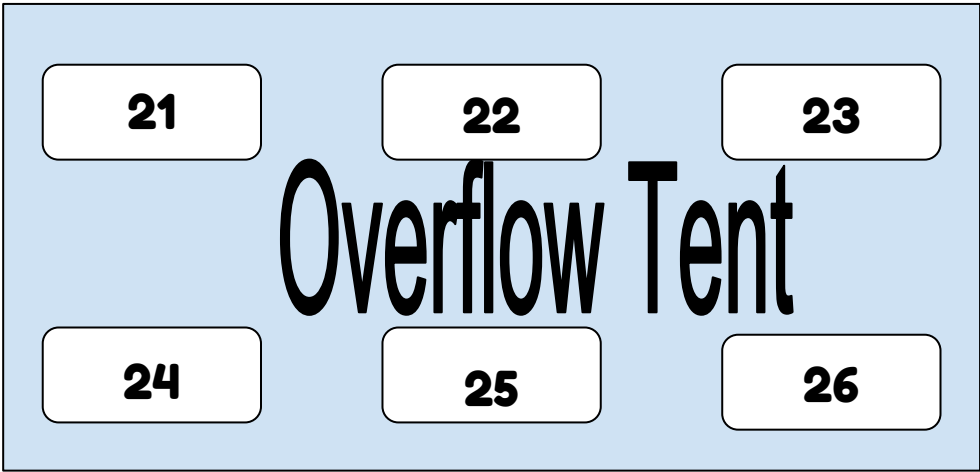
I hereby agree to assume responsibility for all risk of the activity, whether identified or not. My participation in the activity is purely voluntary. I assume full responsibility for myself for any bodily injury, accident, illness, paralysis, death, loss or personal property and expense thereof as a result of any accident that may occur while I participate in the activity.

**RELEASE**

I hereby release the City of Newport, Vermont, their principals, directors, officers, agents, employees and volunteers, and their insurers, from any and all claims, demands, actions, causes of action, suits in equity of whatever kind of nature, and from any and all liability of any nature for any and all injury or damage (including death) to me and any other persons as a result of my participation in the activity, regardless of the cause. I understand that this release includes any claims based on negligence, action or inaction, of any of the above parties.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Tax ID# \_\_\_\_\_



# Gateway Craft Show Policies & Procedures

Please take note of the following:

1. The show will take place at the Gateway Center located at 84 Fyfe Drive, Newport, VT 05855.
2. Hours open to the public are 10:00 AM to 4:00 PM.
3. Registration fee is \$25. Registration is taken on a first come, first served basis. Checks should be made payable to "Newport Parks & Recreation" and mailed to 222 Main Street, Newport, VT 05855.
4. The deadline to register is September 16, 2016.
5. Exhibits are not juried, but we are seeking handcrafted items.
6. Pre-packaged baked goods or jams, jellies, pickled items are the only edible items which may be sold in the exhibit area.
7. Setup time will begin at 8:00 AM and must be completed by 9:45 AM.
8. Breakdown must not begin until 4 PM and must be complete by 5:30 PM.
9. Loading/Unloading may be done from any of the three entrances to the Gateway building with a ramp located near the foyer entrance.
10. Parking for patrons will be in the lot around the Newport Municipal Building and the Gateway Center/Dock area. Crafters must park in the lower parking lot between the Municipal Building and the Gateway Center.
11. Electrical cords are not provided.
12. Tables are provided and are in varying conditions. Be prepared to cover your table to hide the table's aesthetics.
13. Crafters are responsible for handling their own Vermont State Tax.
14. There is no smoking allowed in the building and within 30 feet of any window or door.
15. Concessions will be available through Newport Natural Foods snack bar located on the Newport City Dock.
16. All crafters are required to donate one item towards the Parks & Recreation department raffle as part of the registration fee.
17. Andrew Cappello will be the Newport Parks & Recreation Department's representative at the event. He can be reached at (802) 323-6316 or [Andrew.Cappello@Newportvermont.org](mailto:Andrew.Cappello@Newportvermont.org).
18. Laurel Wilson will be handling registrations and can be reached at (802) 334-5136 or [Laurel.Wilson@NewportVermont.org](mailto:Laurel.Wilson@NewportVermont.org).

