2017 Square Fare (at Opera House Square, Oshkosh, WI) Registration Form, Rules & Guidelines

_____
Individual's Name

_____
Business Name

_____
Address

_____ _____ _____
City State Zip

_____ Space(s) for 6/17/17 x $30 _____
_____ Space(s) for 7/15/17 x $30 _____
_____ Space(s) for 8/19/17 x $30 _____
_____ Space(s) for 9/16/17 x $30 _____
_____ Space(s) for 10/21/17 x $30 _____

Total _____

10' x 10' space - Bring your own tent, tables, chairs and portable power
No tents stakes allowed – only tent weights

_____ _____
Email Phone

Describe the items that you will be selling _____

Liability and Insurance: The exhibitor agrees to indemnify and hold harmless Digital Documents, LLC. and its subsidiary L & K Productions, its employees and its officers (heretofore referred to as L & K Productions) from claims arising out of its participation in the Square Fare (heretofore referred to as the Event) at the Opera House Square in Downtown Oshkosh through the City of Oshkosh, WI 54901 (heretofore referred to as the Venue), including claims caused by the negligence, errors or omissions of L & K Productions. L & K Productions will take all reasonable precautions to protect exhibitors from such loss. L & K Productions will not be liable for injuries to, or loss, or damage to the property of, the exhibitor, its employees, agents, guests, or attendees, arising out of the Event, including but not limited to injuries, losses or damage due to theft, vandalism, fire, smoke, water from any source, electric failure or defects in booths, tents, tables, chairs or other equipment. Such indemnification shall include, but shall not be limited to, indemnification for all legal fees and costs that may be incurred by L & K Productions in connection with the defense of any claim brought by any third party relating to, or arising from, the event that is the subject of this agreement, or in connection with L & K Productions' enforcement of this provision. L & K Productions reserves the right to deny any contract received by any exhibitor which L & K Productions believes to be injurious to the show, or L & K Productions, based on prior experience with the exhibitor.

Cost & Cancellation: Rental is $30.00 for each space per show, ***Exhibitor payments are non-refundable***. L & K Productions will not cancel the event due to weather. Event will be held rain or shine. L & K Productions reserves the right to change the start time, end time, format and location of the event without notice. To prevent exhibitors from competing against each other, there will only be one exhibitor from each company allowed in the Event, first come, first served. For example, only one exhibitor from Tupperware, Pampered Chef, etc. will be allowed. Duplicate registrations for any company will be returned along with the payment.

Space: One business / company / person per rented space. Space rental is 10' x 10'. Bring your own tent, tables, chairs and portable power, if needed. No tent stakes are allowed due to the sprinkler system in the square. All tents must be secured with weights. L & K Productions will assign booth spaces for all exhibitors on a first come, first serve basis on the day of the show. Exhibitors must check in at the L & K Productions booth to receive their booth space. Any special requests will be considered, but not guaranteed. No exhibitor shall sublet, assign or share any part of the space allocated to the exhibitor without the prior written consent of L & k Productions

Payment: This contract must be filled out to rent a space. Space payment is due in full before a space will be assigned. Checks will not be accepted for any contract received two weeks prior to the event date. Contracts received within two weeks of the event date must be paid with either cash or credit card, on-line or in person.

Sales: You may have, and are encouraged to have, over the counter sales that involve the exchange of currency for goods received during the Event. Each exhibitor must provide L & K Productions with a completed Wisconsin Event Operator and Seller Information with the signed contract and payment. **Promotional give-aways and drawings at your space are permitted and highly encouraged.**

Set-Up, Staffing, Tear-Down & Use: Set-up time starts at 6:30 am the day of the Event and must be completed no later than 15 minutes prior to the start of the Event. Tear-down shall be done after the Event closes and must be completed no later than two hours after the Event closes. Exhibitors must surrender the space occupied in the same condition it was received at the beginning of use. This includes removal of all materials and trash. Trash should be bagged and removed from the venue by the Exhibitor.

Parking: Exhibitors may load and unload on Market St. Exhibitors must park in the bus station parking lot.

By signing this contract, the undersigned warrants that he or she has read its terms and agrees to be bound thereby.

_____ _____ _____
Signature Printed Name Date

WI Temporary Event Information
(Required by the state of WI)

WI Tax Account # __ __ __ - __ __ __ __ __ __ __ __ __ __ - __ __

SSN __ __ __ - __ __ - __ __ __ __ (last 4 required)

FEIN __ __ - __ __ __ __ __ __ __

Exempt Reason: (check one)
☐ Exempt Merchandise ☐ Exempt Service
☐ Direct Sellers ☐ Display Only
☐ Occasional Sales ☐ Non-Profit

Mail to:
L & K Productions
920 W 9th Ave
Oshkosh, WI 54902

☐ Check Enclosed (Payable to L & K Productions)
☐ Email PayPal Invoice (Registration **NOT** confirmed until payment received).
☐ Credit Card (Fill out information below)

Your credit card statement will read Digital Documents, LLC
Pay by credit card: ☐ Visa ☐ MasterCard ☐ Discover

Credit Card # __ __ __ __ - __ __ __ __ - __ __ __ __ - __ __ __ __

Expiration Date __ __ / __ __ CSV __ __ __
Credit card must be the same name & address as above.

Signature _____