2018 ABANA Conference
June 27 – 30, 2018
The Meadow Event Park
Doswell, Virginia

Vendor Package and Agreement

ABANA 2018 CONFERENCE
ABANA will help vendors arrange “for fee” services solely to be of assistance to vendors. ABANA makes no money from these services and, indeed, will expend time, effort and money in helping vendors with these arrangements. Accordingly, ABANA will have no responsibility for any breach by a local supplier of its agreement to provide the requested services in a timely manner.

CANCELLATION POLICY

By registering as a 2018 ABANA Conference Vendor, you accept the following cancellation policy and agree to be bound by its terms. Notification of Cancellation for refunds must be submitted in writing to the Central Office postmarked or e-mailed before May 15, 2018. No cancellations will be accepted via phone. A $25 processing fee will be charged for cancellations on or before May 15, 2018. There will be no refunds for cancellations after that date.
In addition, all out-of-pocket costs incurred by ABANA in connection with the vendor’s registration or the cancellation of the registration, including deposits made with rental companies, will be deducted from any amount that is otherwise refundable to the vendor. If these costs exceed the refundable amount, the vendor will be responsible to pay the excess to ABANA.

**VENDOR CONTACT INFORMATION:**

Company Name: ____________________________________________________________________

Contact Person: _____________________________________________________________________

Address: ___________________________________________________________________________

City: ___________________________________________State: ___________ ZIP _______________

Phone: ___________________________________Cell: ______________________________________

E-Mail: _____________________________________________________________________________

Describe products and/or services: ______________________________________________________

Sales Tax

Vendors are responsible for all taxes payable to the State of Virginia. Any exhibitor selling products in the state of Virginia must be in compliance with all of the taxation rules and regulations of the State of Virginia. Please visit: https://www.tax.virginia.gov/sites/default/files/taxforms/retail-sales-and-use/any/st-50-any.pdf and for more information. See the attached Vendor License Application, and the Virginia Temporary Sales Tax Certificate/Return. ABANA is required to obtain a vendor license from each vendor to report all vendor information to both county and state.

NOTE: All vendors need to provide their own telephones, computers, extension cords, table lights and miscellaneous equipment for the use in all of the vendor spaces. WI-FI has limited access.

**Indoor Vendor Sites**

Indoor vendors will be strategically positioned inside the air-conditioned Farm Bureau Center building by the ABANA staff. The indoor spaces will be around the common area and adjacent to the food service area. Indoor spaces will be 10’ x 10’ or multiples thereof. Vendors are encouraged to be open during the published conference hours and may remain open for as long as the site is open. Please be sure to bring some type of covering to protect your merchandise should you wish to take a break or close for the day.
The base vendor registration fee includes registrations for two vendor staff members to the 2018 ABANA Conference, and access to power and other ‘for fee’ services as described below. Online registration fee schedules are not applicable to vendors.

Each indoor vendor will receive a complementary table and two chairs (and pipe and drape).

Outdoor Vendor Sites

Outdoor vendors will be combined with the tailgating area. Outdoor spaces will be 10’ x 10’ or multiples thereof. Please indicate which space you need below. Outdoor vendors can bring their own tents or other forms of shelter. If you bring your own tent it must be self-supporting as no stakes are permitted.

The base vendor registration fee includes registrations for two vendor staff members to the 2018 ABANA Conference. Access to power and other ‘for fee’ services are described below. Online registration fee schedules are not applicable to vendors.

VENDOR FEE FOR ADDITIONAL STAFF (beyond the two included registrations)

The cost of registering additional Vendor Staff is available at a discounted rate. These costs do not include the cost of obtaining additional Vendor Space. Staff positions are an additional $175 with the initial vendor registration. ABANA family members age 13 to 17 working as Vendor Staff pay the ABANA family member registration rate of $40. All costs cited below are valid only until April 1st, 2018.

Vendor’s Name __________________________________________  (included in cost)
Staff No. 1 Name_________________________________________  (included in cost)
Staff No.2.Name_________________________________________  $175____
Spouse or Child 13-17 ___________________________________________  $40 _____
Child 12 and under _____________________________________________  Free

VENDOR FEE FOR ADDITIONAL SPACE

Indoor or Outdoor spaces are available. Each indoor vendor will receive a complementary table and two chairs (and pipe and drape). Spaces do not include electricity (see below for fees).
Indoor Space (10’ x 10’) $565 until April 1st, 2018, $715 after April 1st, 2018 $_______
Indoor Space (10’ x 20’) $765 until April 1st, 2018, $915 after April 1st, 2018 $_______
Outdoor Space (10’ x 10’) $315 until April 1st, 2018, $465 after April 1st, 2018 $_______
Outdoor Space (20’ x 20’) $565 until April 1st, 2018, $715 after April 1st, 2018 $_______
One Additional Outdoor Space (does not include table or chairs) $100 x (______) $_______

**VENDOR ADDITIONAL FEES**

Each vendor will be limited to the voltage and amperage requested. Amount will be confirmed by CSF electrician. Failure to indicate requirement may result in non-availability at The Meadow Event Park. Does not include accessories to hook up (cord, pigtail, etc.).

Require 110 volt only ($45)  $_______
Require 220 volt only (Outdoor only) ($55)  $_______
Require Additional Table ($12 each) x (______)  $_______
Require Additional Chairs ($3 each) x (______)  $_______

**TOTAL VENDOR REGISTRATION COST:** $_______

**LIABILITY**

Vendor agrees to defend at its own expense, indemnify and hold harmless the Central States Fair, Inc., the Artist-Blacksmith’s Association of North America, Inc. (ABANA), its management, employees, and representatives from any and all liability, penalties, damages, costs, expenses, causes of action and claims of every kind and nature arising from illness, death, bodily injury or property damage to any person whomsoever, occasioned by or growing out of or in any way connected with, the occupation or use of the vendor space or activities associated with this agreement.

________________________________________
(Signature)
Please return this package to:

centraloffice@abana.org or

ABANA Central Office

259 Muddy Fork Road

Jonesborough, TN  37659