



HIAW - Exhibitor Guidelines - Application

Business / Name: _____

Dec18__Jan29__Feb26__Mar26__Apr30__May28__ (Fall) Sept24__Oct29__Nov19__Dec17__

General Information and Rules

All applications must be submitted prior to show date. An application does not guarantee space availability. Monthly show availability is based on paid *first come first serve* basis. Booking the whole fall season, continuous months, can be reserved by advance prepay with a discount or by monthly credit card auto deduct plan (attached) 30 days prior to each show. Space not paid or paid late, may result in forfeiture of booth space, to vendors on a wait list. Refunds: written request must be received 30 days before the show. No refunds will be issued after 30 days / prior to scheduled show date. This is a **Rain or Shine event**. (No weather makeup days). A "no-show" is not entitled to a replacement day.) **Commercial-Business and Corporate Booth or Sponsors Applicants will be accepted at show coordinators discretion. Inquire at: info@harbourislandartwalk.com, for rates.**

- Artists/Vendor must be present for the duration of show: 12 p.m. – 5 p.m.
- Booths must be set up on time with no disruption to traffic or other exhibitors. **Joint/Shared booths** should include both artists' names on application and be approved by show coordinator. (\$25 additional charge)
- **The day of show**, artists will be greeted and shown to your booth location. **Set-up** is available from 8:30 a.m. until 11:30. (10:30 during summer hours) No change in booth assignment is allowed without approval of the coordinator.
- **Close 5:00 pm** , (4:00 during summer hours) No vehicles or tent breakdowns are allowed in show areas where pedestrians are walking the venue. An early breakdown disrupts the other exhibitors and the flow of foot traffic. Other than an emergency, if this occurs, you will be ineligible to exhibit at future shows.
- **Booth Info and Weights for Tent:** All workspace, must be contained within the assigned booth space. **Please have an "eye appealing" booth.** Professional Signage, Banners, Cleanliness, (area rugs are suggested in summer on hot pavement for animals paws due to heat.) **Mandatory: Exhibitors are required to use sufficient weights to secure tents. No Weights - No Set-Up.** Vendors need to keep their area clean during and after the show. This includes trash removal from sidewalk areas, caused at booth during show. (Trash bins in parking garage)
- **Car Drop off for Set-Up: Cars must stay running and are limited to a 10 minute drop off on the venue. Do NOT block the street, pull to the side. DO NOT start to set up tents, tables or anything until you have MOVED YOUR VEHICLE. This is "show etiquette"** you cannot block other cars as your fellow vendors need to drop off at their booths, as well. No Vehicles in the show areas after 11:45 a.m. (10:45 during summertime). All booths must be dismantled by 6:30 p.m.
- Each artist is responsible for collecting and reporting Florida sales tax on all sales made during the Art Walk.
- **Items Sold will be:** _____
- _____

All rules are strictly enforced. Harbour Island Art walk reserves the right to prohibit exhibits deemed unacceptable. Failure to follow the above rules can result in ineligibility for this and future shows. Harbour Island Art Walk reserves the right to make final interpretation of the rules. - Artist acknowledges and agrees that the sale of such merchandise is also subject to the approval of Post Properties (as hereinafter defined), which consent shall be at Post's sole discretion. In the event Post does not approve of the sale of such merchandise, the artist shall not be allowed to participate in the event, in which event, the artist shall be entitled to a refund of the booth space fee.

Signing this application acknowledges that the Vendor has read the agreement and agrees to abide by all rules and holding harmless, Harbour Island Art Walk (event) and Post Apartment Homes, L.P., its subsidiaries, affiliates, divisions, associates or allied companies, corporations, firms, LLCs, partnerships or joint ventures, partners, officers, directors, members, agents and employees [collectively "Post"] (venue host) and shall comply with all application federal, state and local laws, rules and regulations

INDEMNIFICATION: Vendor agrees to indemnify fully and save and hold harmless Harbour Island Art Walk (event) and Post(venue host), its officers, employees and agents against any and all damage, claims, liabilities, and cause of action of every kind and nature, to the extent they are not caused by the willful misconduct of Harbour Island Art Walk (event) or Post (venue host), their agents or employees, including bodily injury or property damage arising from vendor's use and occupancy of the Licensed Area upon which this event is being held, or arising from any breach or default in the performance of any covenant or agreement on vendor's part to be performed pursuant to the terms of this Exhibitor's Guidelines Form, or arising from vendor's negligence or intentional acts or the negligence or intentional acts of any of vendor's agents, employees, and invitees, for the one (1) year period commencing (month) ____, 20__ and continuing through **12/31/2017**, including all costs, counsel fees, expenses and liabilities incurred in connection with any such claim; and if any action or proceeding is brought against Harbour Island Art Walk (event) or Post (venue host) by reason of any such claim, vendor upon notice from Harbour Island Art Walk (event) or Post (venue host) covenants to resist or defend such action or proceeding at its expense.

WAIVER OF CLAIMS: Harbour Island Art Walk (event) and Post (venue host), or their agents shall not be liable for, and Vendor hereby releases all claims for damage to or loss of personal property sustained by Vendor or any person claiming through Vendor resulting from any fire, accident, occurrence, theft, or condition in or upon the ground/site which they shall be a part of or adjoining areas provided same are not due to the gross negligence of Harbour Island Art Walk (event) , its agents or Post (venue host). Neither Post nor any partner of Post, nor any officer, director, shareholder or partner of a partner of Post, shall have any personal liability with respect to this event, and any liability with respect to this event shall be limited solely to Post's interest in the Licensed Area upon which this event is being held.

- ✓ **Must have WEIGHTS for ALL TENT displays. WEIGHTS are required or NO SET UP. ___Yes**
- ✓ **No smoking allowed on the venue. ___Yes ___No**
- ✓ **No vendor cars allowed on public walking areas of venue until AFTER 5:00 p.m.. ___Yes**

Signature _____ **Date** _____ **PHONE** _____

Company Name _____ **Email** _____

FaceBook /Website/ Links _____

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HARBOUR
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ART WALK

Both Payment and Vendors Form must be submitted or you will not be placed on event mapping.

- **Mail :** Harbour Island Art Walk, 1931 Cordova Road, Box 159, Ft. Lauderdale, Florida, 33316
(Yes ___ Date _____)
- **Phone in Payment:** 813-451-7936 (Date Paid _____ Last 4 digits of credit card used _____)
- **Email or Fax:** Email info@harbourislandartwalk.com or Fax: 954- 463 -9417
- **PayPal** (a copy of receipt must be submitted w/application) (Date Paid _____)

- \$25 Farm / Produce / Artisan Foods
- \$35 mo. or \$90 x 3 mos. or \$180 x 7 mos. / Artist
- \$50 mo. or \$120 x 3 mos. or \$240 x 7 mos. / Direct Sales
- \$75 mo. or \$180 x 3 mos. or \$360 x 7 mos. / Small Business
- \$100 mo. / Corporate / \$200 mo. / Corporate Sponsor (inquire - Multiple month discount)

- a) Print Name: _____
- b) Card Number: _____
- c) Type (MC, VISA) _____
- d) Card Expiration: _____ / _____ 3 Digit Code: _____
- e) Billing Zip Code _____

Event Venue Address: 800 Harbour Post Drive, Tampa, Florida 33602

813-451-7936