June 22, 2017

Dear Vendor,

Next May we will be celebrating our Fiftieth Show anniversary. We are planning something special according to our Chair, Holly Zewalk.

Our layout will be limited to 28 vendors. So if you have a preference get your contract and money in ASAP. There is a break for paying early so you can save yourself some money while you’re at it. You will find the layout for 2018 on the back of this letter please indicate your first three choices and return it with your contract and payment ASAP. We will take care of your booth according to your status from the 2017 Show and the timely manner in which you send in your contract and full payment.

ROCK-A-RAMA 2018 will be held May 19 and 20 with set up on Friday May 18. Saturday the show will run from 9:00 pm to 6:00 pm; on Sunday the show will be open from 10:00 am to 4:00 pm. This was at the request of many of our vendors who wanted more shopping time. If a booth size is not listed in the contract it is not available.

Looking forward to hearing from you.

Susan Zaborowski

Vendor Chair
You are cordially invited to participate in the Parma Lapidary Club’s

50th

ROCK-A-RAMA
Jewelry, Gem, Crystal, Fossil and Mineral Show

To Be Held At
The Soccer Sportsplex
31515 Lorain Rd. North Olmsted, Ohio
On May 19 and 20th with set up on Fri.
(conveniently located off I-480 and the Ohio Turnpike)

Our layout is limited to 28 vendors so get your contract and money in ASAP to reserve your space. Plus you will receive a price break for paying early. Per vendor request, the show on Saturday will run from 9:00 am to 6:00 pm and 10:00 am to 5:00 pm on Sunday. We have only two booth sizes available. We have provided you with a copy of our Show flyer so you can distribute them to your customers. Plans are in the works to make this show extra special!

Looking Forward To Hearing From You.
The Parma Lapidary Club Show Committee
PARMA LAPI DARY CLUB’S 50th ANNUAL

Rock-A-Rama 2018 Contract

Vendor’s Name:_______________________________________________________________ Phone: ________________
Business Name:___________________________________________ Phone__________________
E-mail address_______________________________________________________________

I agree to rent, for my exclusive use, vendor space at the Parma Lapidary Club’s annual Jewelry, Gem and Mineral, Rock-A-Rama Show (herein referred to as “The Show”) to be held on Saturday, May 19, 2018 from 9AM to 6PM and Sunday, May 20, 2018 from 10AM to 5PM at the Soccer Sportsplex just off Route I480 at 31515 Lorain Road in North Olmsted, Ohio. I agree not to sublet or share my rental space with anyone without the written consent of the Vendor Chairman.

BOOTH SIZES: (Please note we no longer offer single booth spaces.)
A Vendor booth is defined as follows:
1. A booth is 24’L x 10’D, consisting of 4 eight-foot tables and 2 six-foot table for a fee of $450.00.
2. A double space booth would be 24’L x 20’D, consisting of 8 eight-foot tables and 4 six-foot tables for a fee of $850.00.

Nothing will be allowed outside each vendor’s booth space, and all merchandise and equipment must be kept within the confines of the vendor’s booth space. If more space is needed, an additional booth should be purchased. Vendors will bring their own table coverings and signage. Halogen lights and high voltage lights are not allowed. Open flame is not permitted in any area.

In case the Show is not held at the location and dates specified, due to events beyond the control of the Show Committee, all claims for damages and/or compensation, except for the return of the rental fees paid, are hereby waived by the signature on the contract.

Rental fees paid in advance are refundable only if the contract is cancelled prior to March 1, 2018 and the reason for cancellation is significant enough to be approved by the Show and Vendor Chairperson.

Vendor access to their booth space will begin at 10 AM on Friday, May 18, 2018 and will continue until 8 PM. Booth access will start at 8 AM on Saturday, May 19, 2018 till 5:00PM. Sunday, May 20, 2018 access begins at 8 AM. There will be no dealer access to the building after closing Friday or Saturday.
SUNDAY PACK UP CAN NOT BEGIN BEFORE 5PM. Any violation of this rule will result in rejection from future shows. All vendors MUST be out of building by 8:00 PM, Sunday.

The show will provide security guards during the show. No insurance is carried for vendor property. Vendors hereby waive any claim against the Show or the Soccer Sportsplex for damages and/or theft of vendor equipment and/or property. If vendor feels the need for insurance, the vendor must provide their own.
Vendors agree to label correctly all merchandise; including natural, synthetic, and imitation gemstones, as well as, other materials. (Example: cubic zirconium is to be so labeled rather than using any of the false diamond trade names).

A door prize “vendor choice” is given out by each vendor and a number is assigned to each booth. This will result in customers checking each booth for their door prize number; thus creating more exposure of vendor booths.

Vendors may send out a coupon / flyer for $1.00 off ROCK-A-RAMA show admission provided our show and its location are mentioned in your coupon/flyer. A copy of our flyer has been provided for your convenience.

Vendors MUST acquire a State of Ohio Transient Vendors License to participate in Show. Go to: www.obg.ohio.gov/ for form ST1-T or just ST1 and call 1-888-405-4039 for any questions. Vendors are responsible for remitting sales tax to the Treasurer of the State of Ohio. Please list your valid Ohio Vendor License Number here ______________________.

Only one extra table (6 foot) may be purchased per booth for a fee of $20.00. Two chairs will be provided; if more are needed, please request them.

We need ____________ extra chairs

Please check one: (Remember to add the $20.00 if you want the extra 6-foot table.

One booth space with 4 eight foot tables and 2 six-foot tables $________

Two booth spaces with 8 eight foot tables and 4 six-foot tables $________

Plus

ALL BOOTH FEES must be paid in full by March 15, 2018, or you will be assessed a $50.00 late fee. All vendors paying in full on or before December 15, 2017, will receive $50.00 discount on their booth fees.

Photo Release: I am giving Parma Lapidary Club permission to take pictures and or videos of my booth, myself, and those working in my booth for publicity purposes to promote the ROCK-A-RAMA Show. _____Yes _____No

Vendor’s Signature_____________________________________________________

Please sign and return this contract. Make a copy to keep for your records. Make checks payable to Parma Lapidary Club.

Mail check and signed contract to the following address:

Parma Lapidary Club
ATTN: Rock-A-Rama
2130 West 110th street
Cleveland, Ohio 44102

If you have any questions or need further information, refer to web site: parmalapidary@yahoo.org

For more information, Susan Zaborowski can be contacted at 440-213-1153.

Please print:
Vendor Name________________________________________________________________________
Address ____________________________________________________________________________
City, State, Zip Code__________________________________________________________________
Phone ___________________________E-mail ____________________________________________

Created: 8-8-2017