

Submission Guidelines and Application Form

Friends of Hayner
Hayner Gift Gallery
Date of this event:

This event is designed to promote independent in-home gift vendors, boutique-style gift vendors and fine art sales. Due to limited space, holiday crafts and/or flea-market style vending will not be considered.

SET-UP TIMES FOR FRIDAY	
	1. 1st & 2nd FLOORS--1:00-6:00 pm
	2. 3rd FLOOR--4:30-6:00 pm
	3. Art Studio--1:00-6:00 pm
	4. THE HOUSE WILL CLOSE AT 6:00pm on FRIDAY EVENING!
SET-UP and TEAR-DOWN FOR SATURDAY	
	1. ALL ROOMS-8:00 am. Be ready for doors to open at 10:00 am!
	2. Please be sure that you are able to tear-down and load-out by 6:00pm on Saturday evening.

The Hayner will provide:

- 2 six foot (6') tables and 2 chairs per space. Please bring your own table covering.
- Electric and wireless is available.

Restrictions: No lit candles or open flame of any kind (if you have questions concerning your product - please call us!!)
Food and body care items will require a certificate of insurance. See last page for more information.

Advertising: The event will be sent through E-news and sent to over 1,700 households. Posters will be distributed. We will also issue a press release to over 20 news sources including newspapers, radio and local websites.

Find this event at www.TroyHayner.org/happenings and on our facebook event page at HaynerCenter and on our Instagram account at HaynerHappenings. Please share and advertise to your followers.

Please mail application to: David E. Wion, Assistant Director

Troy-Hayner Cultural Center; 301 W. Main St.; Troy, Ohio 45373

(937) 339-0457 dwion@troymhayner.org

1. **Application** - Please use the form below to make your application

2. **Fees:** Booth fee is \$50. Payment is due with your application. You may pay your fees in the manner most convenient to you.

- Pay online with a card. When you hit the submit button you will have the option to pay your fees using our secure payment system. If we are not able to accept your application or the event is cancelled, any paid fees will be refunded in full in a timely manner.
- Pay by check to **Friends of Hayner; 301 East Main Street; Troy, Ohio 45373; Attention of Hayner Gift Gallery.**
- Pay by cash at the Front Desk.

3. **Event Acceptance** will be delivered in the method of your choice as indicated on the form below.

4. **Receipts and Confirmations** are done via email. If this communication method is not a successful one for you, please let us know the best way to reach you by indicating it in the form below.

(You may choose to fill this form out online if you prefer at: www.troyhayner.org/hgg-form)

SUBMISSION GUIDELINES FOR ARTISTS:

- **Artwork must be original and not infringe on the rights of any other party.** The work sold must be of the same nature and quality as the images submitted with the application. No profanity or explicit imagery is permitted. Hayner reserves the right to request the removal of any work that differs from images submitted, as well as any inappropriate work on display.
- **Food and Body Care Vendors** have special requirements including certificates of insurance. Please refer to the last page of this document for information about Certificate of Insurance.
- **Photos** - If you are new to Hayner Gift Gallery please provide images of your work. Images of your work will be submitted to the committee to review. We would also like to use images of your work to help market this event. Each artist that is accepted will have a photo and a short bio on our webpage. It is not necessary to have exact photos of the specific items you plan to sell but is always better to have recent photos that are representative of what you plan to sell. Photos should be submitted along with your application. It will be assumed that you are granting permission for us to use your images when you submit them.

INDEMNITY AGREEMENT:

Part A: To the maximum extent permitted by applicable law, Representative (you, on behalf of your business, workers, volunteers and/or any subcontractors) agree to save harmless and defend the indemnified parties (Troy-Hayner Cultural Center, its employees, board members and volunteers; The Troy City School System, its employees, board members and volunteers and The Friends of Hayner organization, its board members and volunteers, from and against any and all claims, losses, damages, fines, causes of action suits and liability of every kind including court costs and attorneys' fees for injury to or death of any person, for damage to any property, for loss of business, for consequential damages and all other damages (collectively, "damages") arising out of or in connection with this event.

Part B: I understand that photographs may be taken of me, my volunteers or staff and any artwork and/or product at this Hayner event. These photographs may be used by the Hayner to promote Hayner activities or for documentation and archival purposes.

I have read the "Submission Guidelines for Artists." (above)	
<input type="checkbox"/>	I agree to comply with "Submission Guidelines for Artists."
<input type="checkbox"/>	I do not agree to comply with "Submission Guidelines for Artists."
I have read the "Indemnity Agreement." (above)	
<input type="checkbox"/>	I agree to the "Indemnity."
<input type="checkbox"/>	I do not agree to the "Indemnity."

Your Name (print):	
Booth Name as you would like for it to appear in our marketing:	
Your Signature:	
Date of Signature:	

Hayner Gift Gallery Application

Please complete to your best ability:

To what method of communication do you respond best?			
Email	Phone call	Text	Mail

Will your booth require electricity or wireless?			
Electricity	Wireless	None	

Please provide a couple of sentences to describe your artwork/booth/what it is you sell. (Add paper if needed.)

How will you pay your booth fees?	
<input type="checkbox"/>	I will mail a check to Hayner Atten: Hayner Gift Gallery; 301 West Main Street; Troy, Ohio 45373
<input type="checkbox"/>	I will pay my fees at Hayner's front desk. Envelopes to the attention of: Hayner Gift Gallery
<input type="checkbox"/>	I will pay online at this link: www.TroyHayner.org/hgg-pay-now
<input type="checkbox"/>	I have already paid my fees

<input type="checkbox"/> Body Care (Requires a Cert of Insurance. Specifications apply.) <input type="checkbox"/> Books <input type="checkbox"/> Calligraphy <input type="checkbox"/> Décor	<input type="checkbox"/> Food Item (Requires a Cert of Insurance. Specifications apply.) <input type="checkbox"/> Glass <input type="checkbox"/> Metalcraft <input type="checkbox"/> Painting	<input type="checkbox"/> Paper craft, cards, stationary <input type="checkbox"/> Photography <input type="checkbox"/> Pottery <input type="checkbox"/> Textile <input type="checkbox"/> Toys <input type="checkbox"/> Woodcraft
--	--	--

Will you be providing a Certificate of Insurance for a food or body care item?			
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
How many people do you think will be working at your booth. We want to have some refreshments for you.			
Is there anything else you would like to make a note of or to tell us?			

Certificate of Insurance Information

For your Insurance Agent

Food and body care items will require a certificate of insurance from your insurance company. Please give them the information on this sheet or send them this link: www.TroyHayner.org/hgg-cert-ins

Specifications for Certificate of Insurance for food and body care vendors:

Please have your insurance agent prepare a certificate of Insurance for us in the amount of \$1,000,000 each occurrence and \$2,000,000 General Aggregate.

Please name as secondary insured:

The Troy-Hayner Cultural Center, The Friends of Hayner, The Troy City School System, and their respective Boards, employees and volunteers.

Event: Hayner Gift Gallery at the Troy-Hayner Cultural Center

Have them email the Cert to: dwion@troyhayner.org or mail to Troy-Hayner Cultural Center; 301 W. Main St.; Troy, Ohio 45373; Attn: HGG

If you have any questions about the certificate of insurance process or requirements, please call the Hayner and ask for David Wion.

