

The Guild Show 2020 | September 12 & 13



DEALER APPLICATION/CONTRACT – *Due by November 1, 2019*

Name		Business Name			
Address		City	State	Zip/Postal Code	Country
Telephone		Email		Website	
Name Badges (2 only)	1.		2.		
Please provide a brief description of your work (4-6 words) to be included in the Show Guide:					
Membership Status:					
<input type="checkbox"/> IGMA Fellow <input type="checkbox"/> IGMA Artisan <input type="checkbox"/> IGMA General Member <input type="checkbox"/> Not an IGMA Member*					
*Non-IGMA Members are welcome to participate in the show as a trial; although after the first year, you must become an IGMA member to continue.					



At either end of the show room as well as along the front, there are marble-topped buffets built into the walls, behind where the dealer tables are staged. We are offering these as additional show space for our dealers. These may be used for displaying additional merchandise; or may be used for your “office”; or as a wrapping station. **Please note there are a limited number of these available. They will be given on a first come; first served basis.**

- Full Tables are 6’ long x 30” wide, and includes 2 chairs
- Half Tables are 3’ long x 30” wide and includes 1 chair
- Each table includes electricity
- Buffets – space is limited to the length of the table(s) purchased in front of the buffet
- Maximum of two (2) tables per dealer (not including the buffets)
- Dealers are responsible for their own table covers

ALSO NEW! Your table fee **INCLUDES** a SIMPLE advertisement in The Guild Show Guide. This will be an eighth page ad (2 ¼” by 1 ¾”), a **\$30 value!** Would you like to include your logo or a photo? Buy-up for additional advertising space! (See “The Guild Show Dealer Information” brochure for advertising options.)

Selection	Number of Tables	Member Price	Non-Member Price	Total
Full-Size Table		\$250.00	\$275.00	
Half-Size Table		\$125.00	\$137.50	
Full-Size Table with Buffet		\$350.00	\$375.00	
Half-Size Table with Buffet		\$225.00	\$237.50	

Payment:

- Check for \$ _____ enclosed (please make checks payable to IGMA Guild Show)
- Credit Card - Pay through PayPal on our website – igma.org; find the payments page at the following address: https://www.igma.org/guild_show/payment.html

Continued on Reverse →

This Application/Contract must be submitted by November 1, 2019.

NOTE: All checks will be deposited as they are received.

- This contract, signed by both the Dealer and the Guild Show Director, accompanied by at least one-half of the table fee payment is necessary to participate in The Guild Show. Credit cards, checks, or money orders will be accepted for table fee payments. (If paying in person at the show, we can accept cash payment.)
- **Dealers will be notified by December 1, 2019, if their application to participate in The Guild Show has been accepted.**
- At least one-half of your total table fee must accompany this contract and the balance is due by May 1, 2020. Your table(s) must be paid in full by that date or your deposit and table will be forfeited.
- 95% of the things for sale on every table must be handmade, except in the case of the small number of dealers who sell tools and supplies.
- Dealer cancellations prior to May 1, 2020 will incur a \$50 processing fee. There are no refunds after May 1, 2020.
- Dealer agrees that they will personally work their own sales table and shall not send any other individual in their place. Dealer may not sublet their table space. Table sharing is not permitted. No additional tables of any sort may be brought into the exhibit hall for use by any dealer or individual.
- **Dealers are required to stay a two-night minimum at the Hartford/Windsor Airport Marriott Hotel.**
- Dealers are responsible for collecting and paying Connecticut state sales tax. Go to <https://portal.ct.gov/drs> for information and to register.
- If the show is canceled for any reason, the dealer will not hold IGMA or the Hartford/Windsor Airport Marriott Hotel responsible and waives any and all demands and claims for damages. The sole liability for IGMA shall be to return paid table fees to the dealer within thirty (30) days.
- The dealer assumes the entire responsibility and liability for losses, damages, and claims arising out of the exhibitor's activities on the Hotel premises and will indemnify, defend, and hold harmless the Hotel, its owner, and its management company, as well as their respective agents, servants, and employees from any and all such losses, damages, and claims.
- Additionally, it is expressly understood that IGMA, its committees and members shall not be held responsible for any loss or damage occasioned to the dealer's merchandise or equipment from whatever cause or any personal injury to the dealer, his agents or employees from any cause.
- The Guild Show Director, in consultation with the Guild Show Committee, reserves the right to terminate any contract at any time for conduct not in the best interest or full support of The Guild Show.
- Your signature on this contract acknowledges acceptance of this agreement.

Please return a signed copy of this contract to:

Christine Engel, Guild Show Director, 28 Chateau Margaux, Bloomfield, CT 06002.
If you are accepted into the show, a copy of this contract countersigned by the Guild Show Director will be returned to you via email provided.

Dealer's Signature: _____ Date: _____

Director's Signature: _____ Date: _____

Phone: 860.416.8824 ♦ Email: guildshowigma@gmail.com ♦ Website: igma.org