



2013 Midwest Shows Vendor Policies & Agreement



Midwest Shows  
Policies And Vendor Agreement

2013 VENDOR AGREEMENT

A signed vendor agreement is a requirement if you want to participate in our shows. **ALL VENDORS WILL BE REQUIRED TO SIGN A VENDOR AGREEMENT EACH YEAR THEY ARE WITH MIDWEST SHOWS.**

QUALITY ASSURANCE

Midwest Shows is committed to providing quality products and services to its customers in a timely and consistent manner. We recognize that it is through our Vendors that the quality of end products and services is realized. Due to the nature of the business, we further recognize that our Vendors have a direct influence on the quality of the associated products and services that are sold. Because of this, Midwest Shows asks that Vendors assess the quality of specific products or services they provide on a regular basis. Vendors are expected to use quality materials, and inspect products periodically, to help ensure the continued support of our customers.

TABLE / SPACE PRICING

Rates will apply as follows:

SHOW LOCATION	PREPAID	PAID DAY OF SHOW
ROLLING MEADOWS, IL 6 FOOT TABLES ONLY	1 table = \$35.00 each 2 tables = \$30.00 each 3 or more = \$25.00 each	1 table = \$40.00 each 2 tables = \$35.00 each 3 or more = \$30.00 each
JOLIET, IL 6 FOOT TABLES ONLY	1 or 2 tables = \$25.00 each 3 or more = \$20.00 each	1 or 2 tables = \$30.00 each 3 or more = \$25.00 each

**\*\*\*There is a 10% discount for paying 3 months or more in advance.\*\*\***

PREPAYMENT

IF YOU HAVE NOT PREPAID A MONTH IN ADVANCE FOR ANY SHOW, YOU WILL PAY THE FULL "TABLES PAID DAY OF SHOW" PRICE. If you have not prepaid, no table space is guaranteed.

**IF YOU ELECT TO MAIL A PAYMENT, WE MUST RECEIVE THAT PAYMENT 30 DAYS BEFORE THE SHOW DATE.** You may mail payment to:

**Midwest Shows  
P.O. Box 252  
Ripley, OH 45167**

**OR CALL 937-377-3607**

**\*\*\* You can also Pay By Credit/Debit Card over the Phone, or by PayPal using [mwshows@gmail.com](mailto:mwshows@gmail.com)\*\*\***

CANCELLATION

We have a STANDARD REFUND POLICY: **WE WILL NOT ISSUE A REFUND OR CARRY FORWARD A PAYMENT UNLESS THE CANCELLATION IS MADE BY THE WEDNESDAY NOON BEFORE THE UPCOMING SHOW.**

ALL CANCELLATIONS must be made by calling 937-377-3607 and leaving a message, or by email at [info@midwestshows.biz](mailto:info@midwestshows.biz). We will always give you credit if you have cancelled before the deadline.

SETUP AND TAKEDOWN

1. Vendors may set up tables between 8:30 AM and 9:45 AM. If you arrive early and are parked in front of the doors, **YOU WILL BE EXPECTED TO MOVE SO THAT WE CAN GET THE TABLE TRAILER IN THE APPROPRIATE LOCATION.** Vendors **CANNOT** block the access we need to get an early start. No Vendor will be allowed in either facility before our table trailer is ready for unloading.
2. All vendors should be set up and ready for the public by 9:45 AM.
3. No early breakdown without prior approval or unless you are sold out. Voluntary breakdown is permitted only after 2:30pm.
4. There is to be no selling out of the parking lot to any customers that have not paid their admission fee to the show. Any vendor violating this will no longer be permitted to participate in any future Midwest Shows event.
5. Vendors must supply their own table cloth(s). Tables **MUST** be covered with either cloth or paper if live birds are placed on them. Drop cloths should be used to contain any mess.
6. If you have displays, do not obstruct the customers' view of vendors around you. Absolutely no stapling of anything to the tables.
7. When setting up your tables/spaces, do not block the aisle, as other vendors and customers use these aisles to move around.
8. If you need electricity, you must bring your own extension cord AND cover (rug or duct tape).
9. No animals besides birds may be let in to any Midwest Shows event.

#### 10. TO VENDORS SELLING LIVE BIRDS

- **CAGES AND CARRIERS** must be appropriately sized for the bird(s) held within, and bottoms cleaned as needed to uphold appropriate conditions and appearances.
- **FRESH FOOD AND WATER** must be available for birds at all times.
- **BIRDS SHOULD BE IN** cages or carriers to help control the possibility of theft. It is suggested that wings be clipped. If wings are not clipped, it is **HIGHLY** recommended that the birds remain in cages to avoid loss.
- **BIRDS APPEARING** to be ill, injured, overly-stressed or inappropriately housed will be removed from the show. ***IF your birds are removed from the show, they MUST be inspected by an avian veterinarian AND a Midwest Shows Representative for any and all of the above conditions before they are allowed to return.***
- **ABUSE OR NEGLECT** of birds will not be tolerated and will result in appropriate sanctions *including permanent dismissal from any and all Midwest Shows events.*
- **MIDWEST SHOWS DOES NOT CONDONE THE SALE OF UNWEANED BABY BIRDS.** Instead, we encourage vendors to take deposits on unweaned birds and schedule a transfer upon weaning. If you should sell an unweaned baby, we ask that if you cannot provide needed instruction in hand feeding, that you refer the buyer to another vendor who can provide the needed training.

#### VENDOR LOCATION

**WE RESERVE THE RIGHT TO MOVE VENDORS TO OTHER LOCATIONS OR CHANGE TABLE ARRANGEMENTS IF THE NEED ARISES.**

#### SALES TAX

As a vendor, it's your responsibility to charge sales tax on all items that are taxable by the state. We encourage all vendors to make sure they are up to date on applicable tax laws. **MIDWEST SHOWS IS NOT RESPONSIBLE FOR MAKING SURE VENDORS CHARGE APPROPRIATE SALES TAX ON ITEMS THAT MUST BE TAXED.** The responsibility of charging sales tax is on each individual vendor, and is not in any way the responsibility of Midwest Shows.

#### HEATING DEVICES

**ABSOLUTELY NO WATER IS TO BE HEATED AT THE TABLES.** Formula would have to be mixed in the bathroom before returning to your table. **We suggest if you need special water for your birds, that you bring it in a thermos, and secure it at your table covered at all times.**

**We encourage vendors to carry business liability insurance for your protection.**

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### OTHER ANIMALS

THERE ARE TO BE NO OTHER ANIMALS OF ANY KIND, BESIDES BIRDS, BROUGHT INTO THE SHOWS.

### SMOKING

We realize that the weather does not always cooperate, and standing beside the doors is necessary to stay out of the rain. If you must stand by the doors, PLEASE MAKE SURE THE DOORS ARE SHUT WHILE YOU SMOKE. We do not care if you smoke, but please be polite and considerate to others while doing so.

### WEBSITE, EMAIL, FACEBOOK & TWITTER

WEBSITE: [www.midwestshows.biz](http://www.midwestshows.biz)

EMAIL: [info@midwestshows.biz](mailto:info@midwestshows.biz)

FACEBOOK: [www.facebook.com/mwshows](http://www.facebook.com/mwshows)

TWITTER: [www.twitter.com/mwshows](http://www.twitter.com/mwshows)

If you want to advertise our shows on other websites, you have our complete permission, just do so with the CORRECT INFORMATION.

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2013 Vendor Agreement

Business Name: \_\_\_\_\_

\*\*Vendor Name: \_\_\_\_\_

\*\*Mailing Address: \_\_\_\_\_

\*\*City: \_\_\_\_\_ \*\*State: \_\_\_\_\_ \*\*ZIP: \_\_\_\_\_

\*\*Phone 1: \_\_\_\_\_ Phone 2: \_\_\_\_\_

\*\*Email: \_\_\_\_\_

\*\*Describe what you sell: \_\_\_\_\_

\_\_\_\_\_

**\*\* = REQUIRED INFORMATION**

By signing below, the above Business or Vendor stipulates they have read, understood, and agreed to the Vendor Policies set forth by Midwest Shows and its staff, and agreed to abide by those policies. The aforementioned also understands and agrees that Midwest Shows reserves the right to change or modify these policies as needed without notice.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**\*\*\*If you are mailing a payment, please return this page only with your payment\*\*\***