

REMINDER

Important Rules and Regulations included with every contract.

Every Agreement (physical or digital) between you and Shipshewana On The Road (JDL Corp.) includes Rules and Regulations that must be followed. Some of the more important Rules and Regulations are included below.

PLEASE FOLLOW THEM.

- Booths must remain intact, open for business and not torn down, in any form, until the closing of the show. No banners, tables, back stock, large or small items may be taken down or removed from the booth. No dollies, carts or other transportation method is allowed in the booth area until the closing of the show.
1. In JDL Corporation's sole discretion, early booth tear downs will result in a charge equal to 50% (percent) of the total rental charges.
 7. The vendor will move their vehicles, vans, trucks, trailers etc. to the designated vendor parking area(s) immediately after unloading during move-in. Vendors will **not** park in any area used for **customer parking** or any fire lane while the Show is open to the public.
 12. The vendor will confine all sales activities within the limits of their designated booth space. Tables, chairs and display items may not be placed in the aisle way. Television, radio, stereo, musical instruments and other sound producing items must be kept at a volume which does not disturb other vendors. The vendor must inform and cooperate with neighboring vendors prior to the opening of the Show of their intent to use sound producing equipment during the Show.
 13. The sale of any food or beverage products must be conducted in full compliance of the local health department regulations. Any licenses, permits, fees, etc., necessary for the sale of food or beverage products must be obtained by the vendor. No food or beverage product can be sold which could be considered in competition with or possible competition with the facility's concessions without the approval of JDL Corporation. Various facilities allow the sale of these items and will charge the vendor an additional fee. The potential fees charged by the facility will likely range between \$50 per day and 30 percent of sales although these additional fees are subject to change without notice. JDL Corporation is in no way responsible for these additional fees and failure to obtain any license, permit, fee, etc. will not result in JDL Corporation refunding any booth fees.
 22. The vendor will remove all merchandise, products, displays etc. immediately after the Show closes on the final day. The vendor will be responsible for the removal and **off-site disposal** of all boxes, cardboard, refuse, rubbish, trash etc. from their booth space. The vendor will assume the cost of removal of any debris/refuse left by the vendor in or around the facility.

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Note: Two representatives per booth, no more than three representatives per vendor.

- Confirmation of reserved booth space and receipt will be emailed Application/Agreement is accepted. Booth spaces will not be reserved unless the total booth fees and/or the deposit are paid in advance unless prior agreement between JDL and Vendor. The balance due for any Show that a deposit has been accepted is due 60 days prior to the Show, no exceptions.
- A complete list of products must be provided as part of completing this Application/Agreement (attach separate sheet if necessary). JDL Corporation reserves the right to disallow any product(s).
- All products bearing logos, trademarks, etc. must be authentic and licensed by the appropriate licensing authority. Unlicensed, counterfeit, stolen or otherwise illegal products are prohibited. All goods, wares, displays and any other merchandise is understood to be at the vendor's risk. JDL Corporation, the Show sponsor, the facility, their agents and employees are not liable for damage, injury or loss to any person or goods from any cause.
- JDL Corporation, in its sole discretion, reserves the right to accept or reject any or all Applications/Agreements. This Application/Agreement is not accepted or executed until written confirmation is received by the vendor. JDL Corporation reserves the right to terminate any Agreement with any vendor at any time with or without cause. JDL Corporation shall not be liable for damages of any kind resulting from the rejection of any Application/Agreement or the termination of any agreement with any vendor.
- There will be a \$50.00 fee for all checks returned due to insufficient funds or any other reason.
- **CANCELTATION POLICY**: If cancelled, for any reason, beyond 60 days prior to the Show a \$50.00 fee applies. All fees paid for confirmed booth space will be forfeited if cancelled within 60 days of the scheduled Show date.
- There will be a charge of an **additional** \$10.00 (each) if electricity, tables or frames are requested during the final week prior to the requested Show. This charge is in **addition** to the normal rental rate listed on page three of this application.
- Booths must remain intact, open to business and not torn down, in any form, until the closing of the show. No banners, tables, back stock, large or small items may be taken down or removed from the booth. No dollies, carts or other transportation methods are allowed in the booth area until the closing of the show.
- No transfers or cancelations are allowed. Be sure you plan to participate prior to scheduling the show.
 - If you sell an item where only one crafter/vendor can attend the show and wish to confirm your space for the next show at the same location, please inform us as soon as possible. This notification should occur prior to the conclusion of the

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show you are attending first. If you notify us of your intent to participate in a future show at the same location and pay for your booth your space will be guaranteed space in the next show at that location. Otherwise, you run the risk of another crafter/vendor taking the space for your product. Booths are sold on a first come first served basis unless notice is provided to us by you.

In JDL Corporation's sole discretion, early booth tear downs will result in a charge equal to 50% (percent) of the total rental charges.

RULES & REGULATIONS

1. In JDL Corporation's sole discretion, early booth tear downs will result in a charge equal to 50% (percent) of the total rental charges.
2. The vendor will not organize, promote or otherwise participate in any endeavor which directly competes and/or jeopardizes the operation and well-being of the Shipshewana on the Road Shows.
3. Subletting of booth space is prohibited.
4. JDL Corporation is solely responsible for the assignment of booth space. JDL Corporation reserves the right to reassign booth space at any time.
5. The vendor will make prior arrangements with JDL Corporation if they are unable to set-up their booth/display during the designated set-up period for the Show.
6. There will be a charge of an additional \$10.00 (each) if electricity, tables, or frames are added at the requested Show. This charge is in addition to the listed rental rate on page three of this Application/Agreement.
7. The vendor will move their vehicles, vans, trucks, trailers etc. to the designated vendor parking area(s) immediately after unloading during move-in. Vendors will **not** park in any area used for **customer parking** or any fire lane while the Show is open to the public.
8. Heavy items must be carried or moved in on wheels so as not to cause permanent scratches or marks to the floors of the facility.
9. The driving of nails, tacks, screws or use of any method of attaching materials to walls, floors or railing of the facility is prohibited.
10. All booths/displays must be set-up and ready for business at least ONE HOUR PRIOR to the Show opening to the public on the first day of the Show. NO move-ins or set-ups will be permitted while the Show is open to the public. You will be allowed to restock as necessary during the Show.
11. The vendor will observe the designated Show hours and be present in their booth while the Show is open to the public.
12. The vendor will confine all sales activities within the limits of their designated booth space. Tables, chairs and display items may not be placed in the aisle way. Television, radio, stereo, musical instruments and other sound producing items must be kept at a volume which does not disturb other vendors. The vendor must inform and cooperate

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- with neighboring vendors prior to the opening of the Show of their intent to use sound producing equipment during the Show.
13. The sale of any food or beverage products must be conducted in full compliance of the local health department regulations. Any licenses, permits, fees, etc., necessary for the sale of food or beverage products must be obtained by the vendor. No food or beverage products can be sold which could be considered in competition with or possible competition with the facility's concessions without the approval of JDL Corporation. Various facilities allow the sale of these items and will charge the vendor an additional fee. The potential fees charged by the facility will likely range between \$50 per day and 30 percent of sales although these additional fees are subject to change without notice. JDL Corporation is in no way responsible for these additional fees and failure to obtain any license, permit, fee, etc. will not result in JDL Corporation refunding any booth fees.
 14. The vendor must always follow all applicable local/State/Federal laws.
 15. The vendor will be responsible for the collection, reporting and payment of all applicable sales tax as a result of doing business during the Show.
 16. Smoking is prohibited during the Show except in designated smoking areas.
 17. Gambling of any sort, liquor, intoxicating beverages, firearms and illegal drugs are prohibited from the premises during the Show.
 18. No pets will be allowed in the exhibit area.
 19. No "banana boxes" will be allowed in the vendor space during a Show.
 20. The vendor is responsible for skirting all tables (whether rented from JDL Corporation or owned by vendor) to the floor with fire retardant table skirting material.
 21. The vendors' booth(s)/display(s) will NOT be torn down before the Show closes to the public on the final day of the Show or you will not be allowed to participate in any future JDL Corporation Show and all funds paid will be forfeited.
 22. The vendor will remove all merchandise, products, displays etc. immediately after the Show closes on the final day. The vendor will be responsible for the removal and **off-site disposal** of all boxes, cardboard, refuse, rubbish, trash etc. from their booth space. The vendor will assume the cost of removal of any debris/refuse left by the vendor in or around the facility.
 23. The vendor will be responsible to replace, repair and otherwise assumes the expense for any defacement and/or damage to the facility caused by the vendor or their representatives.
 24. Vendor authorizes JDL Corporation to use the information within this Application for marketing purposes.
 25. Any errors made on this Application/Agreement will **not** be the responsibility of JDL Corporation.
 26. The vendor will not pin, tape, wire, staple, glue, soil, take down or in any other way modify, deface or damage the Exhibit draping. Any rearrangement of Exhibit draping will be performed by the Show decorator, JDL Corporation or another authorized representative. The vendor will assume the cost to repair, replace and/or clean the Exhibit draping as a result of unauthorized actions.



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27. If vendor chooses to pay for booth rent via credit card/debit card or similar over the telephone, in person, via USPS or any other method this Application/Agreement will be deemed as approval and will take the place of a signature on the receipt.
28. If vendor made any payment via credit card/debit card or similar and has not paid the full balance for Show by the due date listed on the Confirmation this Application/Agreement will serve as authorization for JDL Corporation to charge any remaining balance at any time on or after the due date (60 days prior to Show) via the credit card supplied unless other arrangements have been made between JDL Corporation and vendor.
29. Violating the Shipshewana On The Road Rules and Regulations may, at the discretion of JDL Corporation, result in fines, immediate expulsion from the Show, forfeiture of any fees paid and denial of participation in any future Shows.
30. The following items Banned from Show:
 - a. Dangerous, offensive, or obscene materials, including, but not limited to literature, t-shirts, hats, caps, flags, etc.
 - b. Items that shoot or spray any type of liquid or solid projectile.
31. By submitting this Application/Agreement, vendor agrees to join the Shipshewana On The Road E-Newsletter.
32. Definition: Corner Booth – a 10' x 8' or 10' x 10' booth that has 18' or 20' of frontage.
In-line Booth – a 10' x 8' or 10' x 10' booth that has 10' of frontage.
33. Returned check fee: a \$50.00 fee will be incurred for all checks returned for insufficient funds or for any other reason.
34. Cancellation fee: there will be a \$50.00 fee for any Show that is canceled 60 days prior to the Show. Any fees paid for confirmed booth space will be forfeited if the space is canceled within 60 days of the Show.
35. The Shipshewana On The Road Rules and Regulations are subject to the sole interpretation of JDL Corporation and may be modified and/or expanded anytime and at its sole discretion. If you are in violation, you will be asked to remove the Banned item or close your booth and depart the Show with no refunds provided.

General Information about the Shows

HOURS:

Saturday/Sunday Show (Typical Show): Setup: Friday, 10:00 AM until 6:00 PM; Show Hours: Saturday, 9:00 AM until 5:00 PM; Sunday, 10:00 AM until 4:00 PM.

Friday/Saturday Show: Setup: Thursday, 2:00 PM until 6:00 PM; Friday, 9:00 AM until 2:00 PM; Show Hours: Friday, 3:00 PM until 8:00 PM; Saturday, 9:00 AM until 5:00 PM.

Friday/Saturday/Sunday Show: Setup: Thursday, 2:00 PM until 6:00 PM; Friday, 9:00 AM until 2:00 PM; Show Hours: Friday, 3:00 PM until 8:00 PM; Saturday, 9:00 AM until 5:00 PM; Sunday, 10:00 AM until 4:00 PM.

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JDL is adamant that set-up concludes at the time listed above. Vendors are not allowed in the facility unless JDL personnel are present throughout the Show. At no time is a vendor allowed to drive a vehicle into the facility. We usually arrive at the Show at least an hour prior to the Show opening to the public on the day of the Show. Move out is Sunday immediately after the Show closes but not before.

PLEASE READ COMPLETELY!

ShipsheBucks:

We pay the first 100 guests, each day, to shop with you. The first 100 customers each day are provided with ShipsheBucks for up to \$10.00 when they pay to enter the show. The choice to accept ShipsheBucks is up to you. If you do choose to accept ShipsheBucks, we will reimburse you for every ShipsheBuck you return to the show office at face value. You also may choose to apply the ShipsheBucks to future booth rental. If you do, we will provide a 20% bonus. Meaning that every ShipsheBuck you turn in for future booth rent would be worth \$1.20. Please bring any ShipsheBucks to the show office for reimbursement or future booth rental midday Sunday.

Vendor Parking (just locate the show location below for a description of the vendor parking area):

A map of the facility with customer and vendor parking areas will be provided via the event page on Facebook. Nearly all shows experience an issue related to vendor parking so please park in the vendor parking areas. If you and several other vendors park near the entrance for the show, where do you think, the customers are going to park? Please do the right thing and park in the vendor parking area.

If you park in an area designated for customer parking, you will receive a “yellow” parking ticket for your first offense. Hopefully, this will cause you to park in the vendor parking area in the future. Upon your second offense you will receive a “red” parking ticket. When you receive a “red” parking ticket you will be required to pay a \$25 parking ticket fee to participate in a future JDL Corp. event. If you continue to park in an area designated for customer parking, you will not be allowed to participate in any future JDL Corp. events.

Allegan, MI: Allegan County Fairgrounds – There is adequate parking available away from the building the show is being held in. Please Park at least 500’ from the building or near any other fairgrounds building that SOTR is not using.

Alpena, MI: Apex Event Complex – Parking is available in the rear of the building and in the adjacent unpaved lot located just south of the main entrance.

Bowling Green, OH: Wood County Fairgrounds, Pratt Pavilion – Park east of Pratt Pavilion or inside the fence near the area near the Grandstands

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Crown Point, IN: Lake County Fairgrounds – Park to the north of the Industrial Building or east of the 4H Building. DO NOT PARK NEXT TO THE BUILDINGS, those locations are for customers.

Elkhart, IN: Northern Indiana Event Center: RV/MH Hall of Fame Museum – The parking lot is huge. Park at least 1,000' away from the show entrance or on the north RV museum entrance.

Frankenmuth, MI: Heritage Park, Harvey Kern Pavilion – Park to the east of the Harvey Kern Pavilion inside the fenced in area.

Fort Wayne, IN: Allen County War Memorial Coliseum – You will load in via Dock 12 or 13A. Vendor parking is outside Dock 13A.

Gaylord, MI: Ellison Place – Park in the east DIRT parking lot during show hours.

Jackson, MI: Jackson County Fairgrounds – Park to the north of the American 1 Event Center near the Grandstand.

Kalamazoo, MI: Kalamazoo County Fairgrounds and Expo Center – If your booth is in the Main Expo area park to on the west side of the building. If your booth is in Expo South area park on the far east side of the lot that is located nearest to the building.

Lebanon, IN: Boone County 4H Fairgrounds – Park south and east of each building.

Lima, OH: Allen County Fairgrounds – Park behind each building.

Lynwood, IL: Southland Center by Ho-Chunk Nation – Park east side (behind) of the building to ensure adequate customer parking.

Manistee, MI: Little River Casino & Resort – Park south of the building in an unpaved lot to ensure adequate customer parking.

Mason, MI: Ingham County Fairgrounds – Park away from the building. Typically, way to the south or east. The north and closest east lot is for customers.

Monroe, MI: Monroe County Fairgrounds – Park north of the Event Center inside the fenced in area.

Muncie, IN: Delaware County Fairgrounds – Park in the dirt parking lot on the west side buildings. Park at least 300 foot away from the buildings to allow for customer parking.

St. Charles, IL: Kane County Fair – Park south and west of the building, at least 2500' away from the show building.

Valparaiso, IN: Porter County Expo Center and Fairgrounds – Park north or south of the Expo Center behind the fenced area.

Warren, MI: Macomb Community College, South Campus, Sports and Event Center – Park in lot 7 or 12. DO NOT PARK IN LOT 8, you will be towed and ticketed.

Waterford, MI: Oakland County Expo Center – Park behind the Expo Center or within the fenced area beside the Expo Center.

Vendor Load-in/Set-up:

Vendor Check-in/Set-up for Saturday and Sunday show:

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- First and foremost be courteous to other vendors/crafters. Do not park directly in front of a loading door or begin loading your goods until the show has finished. If we all work together the loading will go much quicker for everyone.
- The show address can be found on our website (www.JDLShows.com).
- Check-in/Set-up for a Saturday and Sunday show is the Friday prior to the show from 10:00 AM until 6:00 PM.
- Check-in/Set-up for all shows is noted below.
- When you arrive at the facility you will need to locate the Show Office (follow the signs and/or ask another vendor for the location) and check in.
 - Upon checking in you will receive your booth assignment and directions to your assigned location.
- Load-out/booth removal will begin promptly at the conclusion of the show (4:00 PM, Sunday) and must be completed by 9:00 PM or six (5) hours after the conclusion of the show.
- Saturday Set-up only available for a Saturday and Sunday show. If you are a vendor that is thinking about setting up on Saturday, please note that if your booth set-up does not take less than 30 minutes you are required to set up on Friday. **If you are setting up your booth on Saturday, you must arrive in the SHOW OFFICE between 7:30 AM and 7:45 AM!** Also notice must be provided to JDL Corporation no later than one week prior to the show. If it is not provided and you plan on a Saturday set-up your booth may be full when you arrive. Meaning it is possible that it will be resold, you will not be allowed to set up, and you will **not receive a refund**.

Booths Sizes:

Allegan, MI: Allegan County Fairgrounds – Corner & Inline 10' by 10'; Outdoor 10' deep by 15' wide.

Alpena, MI: Alplex Events Center – Corner & Inline 10' by 10'

Bowling Green, OH: Wood County Fairgrounds, Pratt Pavilion – Corner & Inline 10' by 10'; Outdoor 10' deep by 15' wide.

Crown Point, IN: Lake County Fairgrounds – Corner & Inline 10' by 10'; Outdoor 10' deep by 15' wide.

Elkhart, IN: Northern Indiana Event Center: RV/MH Hall of Fame Museum – Corner & Inline 10' by 10' or 10' wide by 8' deep; Outdoor 10' deep by 15' wide.

Frankenmuth, MI: Heritage Park, Harvey Kern Pavilion – Corner & Inline 10' wide by 8' deep; Outdoor 10' deep x 15' wide.

Fort Wayne, IN: Allen County War Memorial Coliseum – Corner & Inline 10' by 10'.

Gaylord, MI: Ellison Place – Corner & Inline 10' by 10' or 10' wide by 8' deep.

Ionia, MI: Ionia County Fairgrounds – Corner & Inline 10' wide by 8' deep; Outdoor 10' deep x 15' wide.

Jackson, MI: Jackson County Fairgrounds – Corner & Inline 10' wide by 8' deep.

Kalamazoo, MI: Kalamazoo County Fairgrounds and Expo Center – Corner & Inline 10' by 10'.

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Lebanon, IN: Boone County 4H Fairgrounds – Corner & Inline 10' by 10'; Outdoor 10' deep by 15' wide.

Lima, OH: Allen County Fairgrounds – Corner & Inline 10' by 10'.

Lynwood, IL: Southland Center by Ho-Cunk Nation – Corner & Inline 10' by 10'.

Manistee, MI: Little River Casino & Resort – Corner & Inline 10' by 10' or 10' wide by 8' deep.

Mason, MI: Ingham County Fairgrounds – Corner & Inline 10' by 10'; Outdoor 10' deep by 15' wide.

Monroe, MI: Monroe County Fairgrounds – Corner & Inline 10' by 10'; Outdoor 10' deep by 15' wide.

Mount Pleasant, MI: Soaring Eagle Casino and Resort – Corner & Inline 10' wide by 8' deep.

Muncie, IN: Delaware County Fairgrounds – Corner & Inline 10' by 10' or 10' wide by 8' deep.

Muskegon, MI: VanDyk Mortgage Convention Center – Inline 10' by 10' on the wall, most others 10' wide by 8' deep and some booths that are 7' deep and 14' wide.

South Bend, IN: St. Joseph County 4H Fairgrounds – Corner & Inline 10' by 10'; Outdoor 10' deep by 15' wide.

St. Charles, IL: Kane County Fair – Corner & Inline booths 10'x10'; Outdoor 10' deep by 15' wide.

Valparaiso, IN: Porter County Expo Center and Fairgrounds – Corner & Inline 10' by 10' or 10' wide by 8' deep.

Warren, MI: Macomb Community College, South Campus, Sports and Event Center – Corner & Inline 10' by 10'.

Waterford, MI: Oakland County Expo Center – Corner & Inline 10' by 10'.

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