



2018 World Flute Society Convention
University of Wisconsin - Eau Claire
Haas Fine Arts Center
August 1-5, 2018

Vendor Application

Please print clearly. All forms are due by June 28, 2018. Fees are nonrefundable after the due date. Please apply early, as total vendor space is subject to venue spacial dimensions. Please fill out the form completely and return to:

World Flute Society Convention, 20735 Morning Star Road, Lead, SD 57754 USA

Business Name: _____

Business Owner(s): _____

Street Address: _____

City: _____; State/Province: _____; Zip Code: _____; Country: _____

Phone: _____; E-mail: _____

Web Site: _____

Required Vendor Fee: \$150 [Includes one six-foot table and two chairs]

- Yes, I would like a second table for an additional \$50
- Yes, I would like a third table for an additional \$50
- I would like to bring my own booth. Please add an additional \$35 to the required vendor fee. (Dimension Information Required)

Vendor Fee Includes Admission Into All Concerts and Classes!

Yes, I would like to donate an item for the convention raffle: _____

Item Description: _____ (We truly appreciate your kindness and generosity!)

Please make checks or money orders payable to: (U.S. Funds on a U.S. Bank)

World Flute Society
20735 Morning Star Road
Lead, SD 57754 USA

Credit Card Through Paypal to Account: **worldflutes@AOL.COM**

Vendor Details

Check-In Location: Lobby of the Haas Fine Arts Center at the University of Wisconsin-Eau Claire [121 Water Street]

Vendor Setup Commencement: August 1, 2018, at 10:00 a.m. [Wednesday]

Vendors: There will be a secured area to which you may send merchandise prior to the convention. You will be informed of the mailing address in your vendor confirmation letter. Vendors will be provided with a six-foot table and two chairs. Name tags will be placed on tables in the vendor area; they may not be moved. If you would like to be placed next to someone specific, please let us know. We will strive to accommodate your requests.

You may bring your own booth, if applicable, with an additional \$35 charge, as it will require special placement and accommodations. The size of the booth must be reasonable. Booth specifications must be cleared by the World Flute Society.

Vendor's fees are not transferable. Only the business owners on the submitted paperwork are permitted behind the booth or table to transact business for their own merchandise. It is understood that some retailers/vendors carry products made by others, which is absolutely acceptable. Setting up a portion of a booth to sell goods for another flute maker or retailer as a *favor* is not acceptable. Booth space may not be shared in any way, shape, or form. Performing artists and friends are welcome behind the vendor booths to promote merchandise and to chat. Booth space operational times will be strictly adhered to for safety and security of property. Vendors may sell merchandise after the evening concerts, although no playing of instruments, loud noises, or talking above a whisper may take place in the vendor area while concerts are in progress because the vendor area is located immediately outside of the performance halls. All vendors must have their merchandise broken down and stored by 10:45 p.m. each evening. For convenience, there will be a locked room where vendors may store merchandise each evening. No banners, lighting, or any other appliances shall infringe on other spaces or vendors. No booth sound systems or special lighting effects shall be audible/visible 5 feet from any individual space.

There is no private selling or walk-on vendors at the World Flute Society convention. All vendors must be pre-registered in order to sell at the convention. The World Flute Society reserves the right to refuse a vendor application. If an application is refused, the application fee will be returned.

The World Flute Society and the university are not responsible for stolen merchandise if the booth is left unmanned. Please have someone watch your booth, if you must leave. Society staff can assist you, if you do not have another individual with you. Please ask in advance of your need. We are happy to help where needed.

Call for Raffle Items: The World Flute Society has a raffle to conclude the event. We would greatly appreciate donations for this event, as it generates funds to help pay for the venue and miscellaneous expenses. Monetary donations are also greatly appreciated.

Miscellaneous

Important: Alcohol and illegal substances are not permitted at this event. Those in violation will be asked to leave the premises immediately. Those participants in violation will forfeit a refund.

Smoking: There is no smoking in any of the buildings. Therefore, smudging is also not permitted indoors. Smoking outside is permitted, provided that all cigarette butts are extinguished and discarded in the appropriate outside containers. Academic buildings have certain doors/entrances marked as "Smoking Permitted," otherwise there is no smoking outside the other entrances. You must be at least 30 feet from any building when smoking outside.

Pets: Not permitted. Service animals are permitted, of course.

Littering: Not permitted.

Travel: There is information about hotels, rentals cars, and airports on the society's Web site:

Indian Arts and Crafts Act of 1990 and the 2010 Amendment: All vendors must be in compliance with the 1990 IACA and its 2010 amendment. This applies solely to vendors selling Native American-style flutes and/or Native American-related products.

Please Read and Acknowledge With Your Signature:

I understand and agree to abide by the outlined regulations concerning vending at the 2018 World Flute Society convention.

Signature(s):

Date: _____