

**6th Annual Ben E. Clement
Gem, Mineral, Fossil, and Jewelry Show
With “Digs”**

Vendor Guidelines

The Ben E. Clement Gem, Mineral, Fossil, and Jewelry Show dates and times for 2011 are Saturday, June 4th, 9AM – 5PM and Sunday, June 5th, 10AM – 5PM.

For Dig Information please visit our website at

www.clementmineralmuseum.org

CONTACT INFORMATION

Tina Walker
Director, Ben E. Clement Mineral Museum
270-965-4263 or beclement@kynet.biz

1. REGISTRATION AND CANCELLATION

- Fees and registration must be received by April 30th to qualify for the discount rates. Fees must be paid with registration.
- Limited space exists for the show. Registration will be handled on a first come, first serve basis.

2. SET-UP AND TAKE –DOWN

- Vendor set-up begins at 12:00PM on Friday and can continue until 10:00PM. Vendors can begin set-up again at 7:00AM on Saturday morning, to be completed by 9:00AM, when the show opens.
- Take down can begin anytime after 5:00PM on Sunday, with complete removal by 10:00PM. NOTE: Guests may be walking around during takedown; we will try to limit public access during this time.

3. VENDOR SPACE AND FEES:

- Space will be available inside Fohs Hall and outside on the grounds. Please specify your preference on your registration application. Fohs Hall is located beside the museum on North Walker Street.
- **Vendors are to provide your own tables, chairs, tents, canopies (outside only) and any other supplies you may require.**
- Fees Before April 30th - Inside table space that is 8 foot long will rent for \$28.00 each and 6 foot table space will rent for \$21.00 each. Outside table space that are 8 foot long will rent for \$16.00 and 6 foot table space will rent for \$12.00 each. May 1st and after fees will be \$32.00 inside 8 foot table space each and \$24.00 for inside 6 foot table space each. Outside 8 foot table space will be \$20.00 each and 6 foot table space will be \$15.00 each. Tables that are longer or shorter will be prorated to adjust for actual cost.
- Fees are based on the amount of sales space used. Examples: “L” shape of 2 – 8 foot tables in front and 1 – 8 foot on the side equals 3 tables x \$28.00 = \$84.00. “U” shape of 2 – 8 foot tables in the front and 2 – 6 foot

tables on the side would equal 2 – 8 foot tables x \$28.00 + 2 – 6 foot tables x \$21.00 = \$98.00.

- Please make checks payable to: Clement Mineral Museum
- No additional fee for work tables in your area, but no sales items may be displayed on them.
- Electrical outlets are available, but only a limited number. Please specify if you will require electricity on your application. We ask that vendors bring their own labeled extension cords and power surge strips. Booths may be a distance from electrical outlets and outlets will be shared with other vendors. Maximum wattage per booth is 800 watts. **Electricity is not available outside.**

4. ITEMS FOR SALE

- Items for sale may include rocks, minerals, fossils, shells, jewelry, cut and uncut stones, mining paraphernalia and tools, crafts/artwork, books, and magazines as long as they relate to the overall theme – the Earth.
- This is not a flea market! You will be asked to remove any items deemed inappropriate. The Clement Mineral Museum reserves the right to restrict any exhibit that is objectionable or is judged to adversely affect the character or atmosphere of the show. When in doubt, ASK! All displays are subject to approval.
- Complaints against vendors from visitors, employees, volunteers, or other vendors will be taken seriously.
- Please KNOW your merchandise. If you are found to be misrepresenting what you are selling whether intentional or not, these items must be removed from sale immediately. Material for sale must have legal provenances. Vertebrate fossils and any fossil from China and several other countries that do not permit fossil export have more “red flags” than other types.
- Items found in Kentucky State Parks or Forest, even if collected before protection laws were enacted cannot be sold. In addition, Native American materials and any item procured illicitly cannot be sold.
- Vendors shall have a resale permit or business license and remit sales tax to the State of Kentucky as applicable. If you have a business license and normally charge sales tax, you should do so here. Kentucky sales tax is 6%.
- We place no restrictions with regard to acceptance of credit cards or checks, but the Clement Mineral Museum, sponsoring organizations, employees, and volunteers cannot be held liable for financial difficulties incurred.
- A Kentucky resale permit may be required. If you have any questions Regarding sales tax or your requirements to collect, you should contact Kentucky Department of Revenue. This can be done online at www.ky.gov/dor/.
- Kentucky Department of Revenue may send you a bill to collect retail Sales tax. We are obligated to send them the addresses of all vendors if asked.

5. MUSEUM ENTRY AND PARKING

- Upon check-in at the Clement Mineral Museum vendors will receive a Museum pass for free admission to the museum, a vendor parking permit, and a set up chart for Fohs Hall.
- Museum parking is located at the back of the museum off of College Street
- Vendor parking area will be clearly marked. It will be the gravel lot behind the museum, just off College Street.
- PLEASE UNLOAD YOUR MATERIAL AND MOVE YOUR VEHICLE TO THE VENDORS PARKING AREA BEFORE YOU SET UP YOUR BOOTH.
- All vendors and trailers belonging to vendors must be parked in vendor parking area by 9AM Saturday and 10AM Sunday before the show opens.

6. ACCOMODATIONS

- Please visit www.MarionKentucky.org for a complete listing of nearby lodging.

7. SECURITY

- **NO DRUGS, ALCOHOL, OR FIREARMS ARE ALLOWED.**
- The Clement Mineral Museum, sponsoring organizations, employees, and volunteers cannot be held liable for losses or damage to items for sale, personal property, or vehicle during your stay.
- Use common sense and follow these guidelines to minimize risk:
 1. **NEVER** leave your vending area unattended. Ask a neighboring vendor or a show volunteer to watch it if you must leave for a short time or cover your items completely.
 2. **DO NOT** keep money or cash box exposed where people can see it.
 3. **DO NOT** keep valuables exposed in your vehicle.

8. CHANGES

- **The Ben E. Clement Mineral Museum, INC reserves the right to make changes in the location of and in regulations for this event at any time.**

We wish everyone a very prosperous show and an enjoyable weekend. We look forward to your visit and getting to know you. Drive safely coming and when going home...we want you here this year and back the next. Please know that we are all working very hard for everyone's success and enjoyment.

Sincerely,

All volunteers and staff of the Ben E. Clement Mineral Museum, Inc.

Deal Vend Guidelines rev: 031607
Deal Vend Guidelines rev: 011608
Deal Vend Guidelines rev: 010909
Deal Vend Guidelines rev: 120409
Deal Vend Guidelines rev: 103010

