



**CALVARY UNITED METHODIST CHURCH CRAFT FAIR
 VENDOR APPLICATION
 SATURDAY, OCTOBER 12, 2024
 9am – 3pm**

Name: _____

Address: _____ City/State/Zip: _____

Phone: _____ Email: _____

Business Name: _____

Description of your original handcrafted item(s): _____

(Please include at least three photos of your product)

Price Range of items: _____

Website: _____

Etsy: _____ Facebook: _____

Other craft shows you have been a vendor: _____

- Single INDOOR space (Size: Approx 100 sq ft) - \$60
- 2-Single INDOOR spaces (Approx 200 sq ft) - \$120 **Need Electricity YES NO
- Single INDOOR space (Size: 6' X 5') - \$40 (Circle one)
- Single OUTDOOR space (Size: 10 x 10) - \$50
- Table rental (8'x30") - \$13 each Number needed _____ x \$13 = Total \$ _____
- Table rental (6'x30") - \$10 each Number needed _____ x \$10 = Total \$ _____

TOTAL to be paid for 2024 booth = \$ _____

**PLEASE RETURN COMPLETED AND SIGNED APPLICATION & PHOTOS TO:
calvarycraftfair@yahoo.com**

Reminder: This is a juried show. Calvary UMC reserves the right to refuse vendor participation at its discretion. You will only be considered for participation in this show if all required information is received. Applications received without signatures or pictures will not be considered.

Liability Release:

I understand that by utilizing volunteers provided by Calvary UMC to assist in moving my property/merchandise in and out of the building, I assume the risk of damage to my property. I further unconditionally agree not to hold Calvary UC or the respective members, staff or volunteers personally, jointly or separately liable in any way for any damage that may occur to any of my property during the move in or move out process for the Calvary Craft Fair. I hereby grant full permission to Calvary UC to use photographs, videotapes or motion pictures of the show for any purpose related to the show, future show or the benefit of Calvary UMC.

By signing below, I have read and accept the vendor rules/guidelines to participate in the 2024 Calvary Craft Fair.

Signature _____

Date _____

****PLEASE NOTE: Payment is due AFTER you have been accepted to the Craft Fair around August 1st**

Paid
Check # _____
Credit Card _____
Date _____
of tables rented _____



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Vendor Rules & General Guidelines:

- Indoor Booth Sizes will be approximately **100 square feet in a variety of combinations depending on location**. Outdoor Booth Sizes will be approximately 10'x10' with additional space to account for tents.
- The deadline to submit applications is June 1st or until all booth spaces are full.
- Vendors are responsible for supplying their own chairs, table coverings, extension cords and tents (for outdoor booths). 6' AND 8' tables may be rented through us for a fee. (Deadline is September 1st for table order) No tables may be rented after this date.
- Applications will be reviewed and vendors will be notified via email by July 15th if they have been accepted into the Craft Fair. We will do our best to accommodate indoor/outdoor requests. However, there is a limited number of booths in each area.
- We will do our best to accommodate any electricity requests.
- Applications (and pictures) can be mailed to the church or email it to Calvarycraftfair@yahoo.com
Calvary United Methodist Church (Craft Fair)
575 W Northfield Drive
Brownsburg, IN 46112
- Payment: Instructions for payment will be given once you have been accepted to the Calvary Craft Fair. NO REFUNDS will be made once payment in full has been submitted.
- Because this is a juried show, we cannot allow vendors to share booth space or arbitrarily substitute another vendor in their booth space if they are no longer able to attend.
- NO SMOKING is allowed in the church including restrooms.
- No signs or items may be attached to the church walls.
- Set-up will be Friday, October 11th (time TBD) and Saturday, October 12th from 6am – 8:30am.
- The booth size that you order will be marked on the floor with your company name on a piece of paper taped to the floor of your booth. You MUST stay within your assigned space so that everyone will fit and walkways are unobstructed.
- Other than approved vendors, exhibitors will be asked to remove any displayed items which are not hand crafted, including watches & commercial clothing.
- Other than approved vendors, exhibitors are not allowed to sell food or drink items at their booth.
- All items sold must be family-friendly and appropriate for the venue. Any items deemed inappropriate will be required to be removed and you will not be able to participate in future events.

This is a juried show but we also want to support local Direct Sales businesses that individuals represent so we are dedicating 10% of our available booths to Direct Sales vendors. However, only one vendor per company will be allowed. Once we have reached the 10% cap, no other Direct Sales vendors will be accepted.

Questions: Please contact us at Calvarycraftfair@yahoo.com