

HOLY NAME OF JESUS PNCC HOLIDAY AND SEASONAL CRAFT FAIR REGISTRATION

Holy Name of Jesus PNCC is hosting a Holiday/Seasonal Craft Fair on October 12, 2013. We are currently seeking crafters to join our show. Please fill out the form attached if you would like to participate at our show. Also feel free to tell any other craft creators you feel may want to participate.

To reserve your space at the Fair

1. Mail or email a picture of 3 pieces
2. Please complete this application form
3. Please sign the Rules and Regulations document (Below)
4. Make your checks payable to Holy Name of Jesus PNCC (Cash accepted, Checks preferred)

Please submit by September 15, 2013 to:

Holy Name of Jesus PNCC Craft Fair Committee
1040 Pearl St
Schenectady, NY 12303
info@holynamencc.org

Rules, Regulations & Important Vendor Information:

DATE & HOURS:

The fair will be held Saturday October 12th 2013 from 9:00AM-4:30PM at the Rotterdam Senior Citizens Club, 2639 Hamburg St, Rotterdam NY 12303.

SET-UP/ BREAKDOWN:

Vendors are expected to set up between the hours of **7:00PM and 9:00PM on Friday evening** before the event and **8:00AM and 9:00AM, on Saturday morning**. Break down can start no sooner than 4:30 on Saturday and must be completed by 6:00 PM. No vendor is to close before the official closing time. Sellers are responsible for their selling spaces. *Before leaving, be sure your area is clean and trash-free*.

SPACE ALLOCATION:

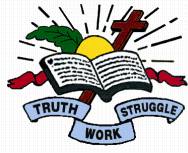
The craft fair committee will assign vendor spaces. Placement, flow and competition will be taken into consideration to provide the best experience for fair attendees. If you have special space needs, please include your request with your application and the committee will make every effort to accommodate you. Each crafter will get an 8x5 or 8x6 foot space and 2 chairs.

STAFF:

Each vendor is responsible for the conduct of his employees and/or representatives and activities must not detract from the image or welfare of the fair. Vendor booths must be manned at all times. **Holy Name of Jesus PNCC is not responsible for merchandise or display materials. **

FEES: 8x5 or 8x6 Space: \$25.00
8' Table (Additional \$5.00)
Limited Electricity: (Additional \$10)

A New York State Sales Tax ID Required
See <http://www.tax.ny.gov/bus/st/stdix.htm>



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Raffle:

To keep guests interested enough to stay and browse your wares; we are asking each vendor to donate a small item to be raffled during the Fair. This is totally voluntary. Depending on the number of items received, we will be holding raffles all day long.

Description of donation

Application deadline is September 15, 2013. Booth notifications will be sent by September 30, 2013.

Organization Name: _____ Contact Name _____

Address: _____ City: _____ State: ____ Zip: _____

Email: _____ Phone: (____) _____

Sales Tax ID: _____

Electricity is available on a limited basis and will be provided to those with a necessity for their craft first; and on first come, first serve basis, thereafter. Vendors must provide their own electrical cords and lights.

Do you require electricity? Yes No Describe need _____

Do you require an 8' table? Yes No

Number of Spaces needed? 1 Space 2 Spaces

Check Category that describes your work

- | | | | |
|--|-----------------------------------|-----------------------------------|--------------------------------------|
| <input type="checkbox"/> Holiday Items | <input type="checkbox"/> Ceramics | <input type="checkbox"/> Painting | <input type="checkbox"/> Photography |
| <input type="checkbox"/> Glass | <input type="checkbox"/> Clothing | <input type="checkbox"/> Jewelry | <input type="checkbox"/> Fiber |
| <input type="checkbox"/> Needlework | <input type="checkbox"/> Candles | <input type="checkbox"/> Toys | <input type="checkbox"/> Floral |
| <input type="checkbox"/> Wood | <input type="checkbox"/> Other | | |

Other description _____

List of items to be sold:

Other Information you feel we should know:

Special Space Needs:

By signing this form I, the Vendor, agree to abide by all fair rules & regulations and I accept full responsibility for my products, displays, etc. and any claims for damages resulting from my participation in this event. Holy Name of Jesus PNCC employees and representatives are in no way responsible for my products or my actions.

Signature: _____ **Date:** _____