



HOLY NAME OF JESUS NATIONAL CATHOLIC CHURCH PNCC HOLIDAY AND SEASONAL CRAFT FAIR REGISTRATION

Holy Name of Jesus National Catholic Church PNCC is once again hosting an annual Holiday and Seasonal Craft Fair on Saturday, October 4, 2014. Please fill out the attached form if you would like to participate in the craft fair. Also feel free to tell any other craft creators you feel may want to participate. You may also sign up on-line at <http://www.holynamecc.org>.

To reserve your space at the Fair:

1. Mail or email a picture of 3 of your pieces.
2. Please complete the application form below.
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 your registration form by September 4, 2014 to:

Holy Name of Jesus PNCC Craft Fair Committee
1040 Pearl St
Schenectady, NY 12303

Rules, Regulations & Important Vendor Information:

DATE & HOURS:

The fair will be held Saturday, October 4, 2014 from 10 AM-5 PM 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 6 PM-9 PM on Friday before the event and 8:30 AM and 9 AM, on Saturday. Break down can start no sooner than 5 PM on Saturday and must be completed by 6 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 vendor 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 8x6 or 8x8 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. **



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FEES:

- 8x6 or 8x8 Space: \$30.00
- 8' Table (Additional \$5.00)
- Limited Electricity: (Additional \$10)

There will be no refund of registration fees if notice is not provided 30 days in advance.

Vendors are solely responsible for New York State sales tax obligations. Please visit the New York State Department of Taxation and Finance sales tax website at: <http://www.tax.ny.gov/bus/st/stidx.htm> or call the New York State Sales Tax Information Center at 518-485-2889 for more information. Craft fairs are often subject to “spot audits” and failure to comply with sales tax laws may subject you to severe penalties.



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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 4, 2014. Notifications will be sent by September 9, 2014.

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 _____ | |

List of items to be sold:

Other Information you feel we should know: _____

Special Space Needs:

By signing this form I agree to abide by all craft fair rules & regulations and I accept full responsibility for my products, displays, sales tax obligations, and any claims for damages resulting from my participation in this event. Holy Name of Jesus National Catholic Church PNCC is in no way responsible for my products or my actions.

Signature: _____ **Date:** _____