



Application for Booth Space

Note: This is a proposal, not an offer for space please do not send money until approved.

Please Type or Print Clearly:

Date _____

Company or Organization Name _____

Address _____ **Phone** _____

E-mail address _____ **Website** _____

Name of Person In Charge of Booth _____

Phone Number _____ **E-mail** _____

Please list the products offered for sale

A 6x10 booth space is \$35 when registered and paid by September 16th. After September 16th the booth fee is \$45.

_____ I will only require one 6x10 booth space

_____ I will require extra booth space for an additional fee (please contact coordinators for fee amount)

Tables will be provided on a first come first serve basis.

_____ I would like to be provided with one 6 ft. complimentary table

Electrical Outlets are limited, please specify Yes if you will require an outlet.

_____ Yes, I would like an outlet if at all possible

Regulations for Crafts for a Cause

- We are looking for handmade crafts as well as home based businesses to participate as vendors
- We expect vendors to bring a large amount of inventory to ensure customers will take home items that day.
- Any items that are alcohol related, profane or something we deem inappropriate are not permitted under any circumstances and the vendor will be asked to remove those items.
- Each vendor is responsible to set up his/her own booth and to clean up their space before leaving.
- In the event that you must cancel, refunds will not be given.
- Each vendor will need to donate one item of at least a \$10 value to place in the silent auction where 100% of proceeds will be donated to the cause of the craft fair. Exceptions will be made for non-for-profit organizations.
- The correct sales tax rate is the exhibitors responsibility.
- Each transaction will occur at the vendor booth this means you are responsible for credit cards, change, receipts, and anything else required to complete a transaction.
- Crafts for a Cause is not responsible for accidents, fires or thefts on the grounds or in the building. Please secure your own items and vehicles.
- We cannot allow nails, push pins, staples or similar items driven or stuck in or on the building walls. Your exhibit must be kept inside your booth boundaries.
- There must be someone at each booth at all times. Please make arrangements for your own coverage needs.
- No smoking or profanity on church property.

Check In/Check Out

- The Booths will be available to begin setting up at 6 a.m. Please do not arrive before 6 a.m.
- You must be checked in by 7:30 a.m., exhibitors not meeting this requirement may forfeit their booth space and will not be refunded.
- Vendors will be required to stay until the close of the fair at 5 p.m.

We agree to abide by the rules and regulations stipulated in the application, should we be approved.

Signature _____

Date _____

Contact Information:

Please do not contact the church for information, use the contact information provided below.

Coordinators:

(217)-201-0307 Sarah Anderson (309)-242-5775 Katie Brabson

craftsforacausefair.com

contact@craftsforacausefair.com

**Registration before Sept. 16th is \$35 per booth space
Registration Sept. 17th or after is \$45 per booth space.**

Please make checks payable to: Katie Brabson

Send completed application and check to the following address:

**In His Hands Orphan Outreach
c/o Katie Brabson
P.O. Box 425 Rochester, IL
62563**