



Cash/Check # _____
Amount Rec'd _____
Date _____

ST. PETER'S FALL ARTS & CRAFTS FAIR
October 8th, 2016
9:00 a.m. – 4:00 p.m.

Name _____ Phone _____

Booth Name (if applicable) _____

Address _____

City _____ State _____ Zip Code _____

Correspondence may be sent via e-mail to: _____

I prefer to have my confirmation & booth map emailed: _____

List of *all* items to be exhibited _____

Booth preference:	_____	8' x 10' Gym	\$50.00
(depth x width)	_____	8' x 10' Corner Booth - Gym	\$60.00
	_____	8' x 15' Gym	\$75.00
	_____	8' x 15' Corner Booth - Gym	\$85.00
	_____	4' x 10' Gym*	\$25.00
	_____	8' x 10' Commons/Entry	\$40.00
	_____	8' x 15' Commons/Entry	\$60.00
	_____	4' x 10' Entry/Hallway Areas*	\$20.00

***Note** – 4' x 10' spaces require that you sit at the end of your booth \$ _____

Tables and electricity are available for an additional charge
Number of tables needed: _____ x \$10.00/table _____ + _____
Electricity \$5.00 fee (limited spaces available) _____ + _____

Total enclosed (Make checks payable to St. Peter's Altar Society) TOTAL \$ _____

Applications due by August 12th, 2016

****I have read the Policies and Procedures of the St. Peter Craft Fair and agree to abide by them upon my acceptance in the show.****

Sign here _____

Correspondence directed to: Denise Vaughn
St. Peter's Arts & Crafts Fair
6021 S. 263rd W. Ct.
Viola, KS. 67149
Telephone: (316) 253-5513
5vaughnsrus@gmail.com

Preferred Booth: _____ Booth Assigned: _____



Invitation to Apply

We would like to invite you to apply for our 2016 Fall Arts & Crafts Fair to be held **Saturday, October 8th, 2016 from 9:00 a.m. to 4:00 p.m.** This will be our 26th year hosting craft fairs and we are quite proud of the reputation our shows have earned. Our facilities offer exhibitors a clean and well-lit venue to share their talents, and our shoppers an exciting avenue for finding the latest in fine arts and crafts.

St. Peter Arts & Craft Fair is constantly striving to fill our shows with the best artists available and therefore we no longer operate under a “once accepted – always accepted” policy. All crafters must apply on a show-by-show basis. To be the top-notch show our visitors come to expect, we will continue to make minor changes to our show and therefore, encourage you to read the enclosed Policies and Procedures thoroughly. We reserve the right to reject any application that in our view does not meet the published criteria. Long standing vendors will be accepted at our discretion.

For advertisement purposes, we place ads in the Wichita Eagle, Catholic Advance and several smaller local newspapers. Announcements are placed in all the Catholic Church bulletins as well as several Crafters’ Directories. We also have a Facebook page! We encourage you to post photos of your booth, specials you will be running, etc. Share the page with your customers, family and friends! Free advertising! **St. Peter Schulte Craft Fair** (Facebook page)

We offer many wonderful amenities to our vendors including the availability of hostesses to take your food/drink orders throughout the day of the show. We also offer complimentary coffee, water and tea as well as a wide variety of food selections for purchase including cinnamon rolls, homemade bierocks and soups. These are available both during Friday’s set up times and Saturday’s show times.

An application for the Fall 2016 show is enclosed. When applying, return your completed form, along with payment for your desired booth size/location. Multiple booths may be requested. If you are in need of table(s) or electricity, please include this on your registration with payment. It is my intent to make the acceptance process a little more efficient through the use of email. If you would prefer to have your acceptance letter and booth map emailed to you, please mark the application to reflect this.

We look forward to hosting another first-class event and hope you will choose to join us this fall. If you have any questions, please feel free to contact me.

Sincerely,

Denise Vaughn
5vaughnsrus@gmail.com
(316) 253-5513

Enclosures



Policies and Procedures

Rules, Policies and General Information

1. All exhibitors are requested to submit an Application form, along with the appropriate booth fee by **August 12th, 2016**.
2. Four (4) different photos of your craft must accompany applications. One (1) photo must show your overall booth, and the remaining three (3) photos of individual craft items. For identification purposes, please place your name and phone number on the back of each photo. Photographs will not be returned. **Every application form must be accompanied by four photographs, including those exhibitors who have participated in the fair in previous years.**
3. There will be no refunds for cancellations after **September 1st**. Booth space is not transferable. When the show fills up, we will begin a waiting list on a first-come first-served basis. In the case of inclement weather, rental fees will be forwarded to the following St. Peter's Craft Fair only if the fair is cancelled by the Altar Society.
4. Exhibitors should not assume **automatic acceptance** or **same booth location** based on prior year's participation.
5. No more than two (2) exhibitors may share a booth.
6. Longstanding vendors will be accepted at our discretion. Only those items listed on the application form and shown in the accompanying photographs may be displayed the day of the show. If items not listed on your application form or in your pictures are displayed, you will be asked to remove those items.
7. Exhibitors will be selected based on:
 - Photos of product
 - Photos of booth appearance
 - Variety and quality of product
 - Overall balance of show
8. St. Peter's Altar Society hosts a "Country Store" filled with homemade baked items provided by ladies of the parish. Therefore, no baked items may be sold by vendors unless prior permission is obtained.

St. Peter Show Details

1. The show is scheduled for Saturday, October 8th, 2016 from 9:00 a.m. to 4:00 p.m.
For future planning our shows are always scheduled for the second Saturday of October.
2. All exhibitors are required to remain open during show hours. When the show closes at 4:00 p.m., each exhibitor is responsible for **prompt** removal and cleanup of his/her booth area.
3. Exhibitor set-up times are as follows:
Friday, October 7th - 5:00-9:00 p.m.
Saturday, October 8th - 6:00-8:30 a.m.

We require that all booths be set up and ready for business by 8:45 a.m. the day of the show.

St. Peter is unable to offer insurance to cover loss, theft or damage of booth or personal items. Each exhibitor must accept responsibility for his/her own inventory.

4. Tables and electricity are available to rent for a fee. Please mark your application with the desired amenities. Exhibitors are responsible for their own extension cords for electricity and must furnish their own display equipment.
5. It is the sole responsibility of each exhibitor to collect and report the appropriate state sales tax and to display your tax identification number.