

ArtsTech Holiday Arts and Crafts Fair

ArtsTech is looking to host its first annual Arts & Crafts Fair, December 7th 2019 9am-7pm. Our hope is to raise money from booth rental fees for ArtsTech's Splash Mob youth program, and their fundraising efforts for their trip to Santa Fe, NM. We are hoping with your help, and the help from our community, we will be able to create a wonderful fair. All booth sales are 100% profit for the vendor. Please fill out the attached form if you would like to participate at our show. Also feel free to tell any other craft creators you feel may want to participate at our show.

Company Info:

Company Name: _____

Mailing Address: _____

Phone: _____ Email: _____

Website: _____ Facebook: _____

Individual Contact Info:

Name: _____

Title: _____

Email: _____

Phone: _____

Type of products:

<input type="checkbox"/> Fine Art <input type="checkbox"/> Craft <input type="checkbox"/> Books <input type="checkbox"/> Pottery <input type="checkbox"/> Woodworking	<input type="checkbox"/> Handmade Jewelry <input type="checkbox"/> Handmade Textiles <input type="checkbox"/> Sculpture <input type="checkbox"/> Paper products <input type="checkbox"/> Clothing (handmade)	<input type="checkbox"/> Printmaking <input type="checkbox"/> Handmade home decor <input type="checkbox"/> Seasonal Holiday <input type="checkbox"/> Paintings/Drawings <input type="checkbox"/> Other (please specify):
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List of items to be sold: _____

Other Information you feel we should know: _____



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Vendor requests the following booth size and agrees to pay the following booth rental fee if accepted (check one):

(6' x 7') Space \$35.00 x _____ * = _____ (*= # spaces needed)

(8' x 3') Space \$20.00 x _____ * = _____ (*= # spaces needed)

(10'x10') Space \$50.00 x _____ * = _____ (*= # spaces needed)

Table Rental: # of Tables _____ x \$5 = _____

Chair Rental: # of Chairs _____ x \$2 = _____

Electricity is available on a limited, first come/first serve base. Electrical power will be provided to those tables paying the additional fee of \$10. Vendors must provide their own electrical cords and lights.

Do you require electricity? Yes No

If yes, add \$10 _____

TOTAL: (add up all above) _____

For the application to be considered, the following must be included:

- Please complete the Vendor Application form
- Please sign the Terms and Conditions document
- Attach, mail, or email photographs, images or web link of your products.
- Like us on Facebook and share the eventbrite event page on your social media

<https://www.facebook.com/artstech/>

<https://www.eventbrite.com/e/artstech-holiday-arts-and-crafts-fair-tickets-77233959853>

Payment (*due and will be processed upon application approval*)

Method of Payment: Check Visa MC Discover AMEX Cash

Please make checks payable to ArtsTech (*Craft Fair Vendor* written in the memo)

Total Payment Enclosed : _____

Credit Card#: _____ Exp. Date: ____/____

Cardholder's Signature: _____

Mail or email to

Attn: Lisa Winslow

ArtsTech

1522 Holmes St, Kansas City MO 64108

Or email at lisamariewinslow@gmail.com



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By completing this application, you are certifying that you have read the Terms and Conditions, and will adhere to all rules and policies herein.

Printed Name: _____ **Signature:** _____

Terms and Conditions

1. Setup/ Break Down: All Vendors must be set up and ready to sell by 9:00 am the day of the Arts and Crafts Fair. Vendors may begin setting up at 8:00 am the day of the Fair, or between 3 and 5pm the day before. Break down can start no sooner than 6:00pm on December 7th and must be completed by 8:00 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.

2. Staffing: Vendor tables/ booths must be manned at all times and intact until the event closes at 7 p.m. ArtsTech is not responsible for merchandise or display materials.

3. Vendor Items: Items for sale at the Vendor's booth must be predominantly handmade by the Vendor. Each Vendor must submit a few photographs of his or her craft(s). ArtsTech reserves the right to have items removed that are considered not appropriately handmade. Items cannot be simply purchased for resale.

4. Vendor Responsibility: Vendor will be fully responsible for any loss or damage to his or her property by theft, fire or casualty. ArtsTech expressly disclaims any responsibility for same. Vendors shall be responsible for any damage which may be incurred to the facilities as a result of or in connection with its operation. 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.

5. Vendor Spaces: Vendor spaces will be assigned. 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 we will make every effort to accommodate you. Spaces are reserved on a first-come first-served basis. Vendors must ensure that none of their display equipment extends beyond the space they have booked; this includes any rails, stands or additional equipment.

6. One Business per table: Only one (1) business per table; space may not be sublet or shared without prior approval of the ArtsTech craft fair coordinator, Lisa Winslow.

7. Acceptance: ArtsTech reserves the right to decline any application for space if it deems such action to be in the best interest of the Arts and Crafts Fair.

8. Payment: The full payment is a non-refundable fee for the selected space and is due with the approval of this agreement. This fee will be used to cover advertising and other incidental costs associated with the production of this event, as well as in a fundraising effort for ArtsTech youth programming and their trip to Santa Fe, NM in 2020.

9. Electricity: Electricity will be available as a first-come, first-served basis as electricity is not available in all areas. Electrical service requires an additional fee. Outlets are NOT guaranteed. Extension cords are not included in the fee and must be provided by the Vendor.

10. Music: Music will be provided throughout the space.

11. Tables & Chairs: Each Vendor may furnish his or her own chairs, tables, stands, etc. If you wish to rent chairs and tables, please note that on application.

12. Cancellation of space: Booth fees are not refundable. ArtsTech is not liable if weather or other conditions prevent the vendor from attending and fulfilling the contractual obligation as a vendor. No refunds will be made for weather, accident, health or other causes for non-participation.

13. Indemnification: Vendor agrees to indemnify and hold harmless ArtsTech from and against any loss, expense, claims, damages, causes of action, injuries, suits or damages, suits to person or property, including attorney's fees, arising out of or related to the operation of the vendors at the ArtsTech Arts and Crafts Fair.

