

Craft Fair

Vendor Application

Friday, November 7
12:00 noon—7:00 p.m.
and
Saturday, November 8
9:00 a.m.—3:00 p.m.

Family In Christ Community Church is seeking artisans and crafters for its first Annual Craft Fair.

Rules are as follows:

1. Open to all Artisans and Crafters on a first-come, first-serve basis. The Craft Fair Committee has the right to deny an application if too many similar products will be represented.
2. All items must be hand made or produced—no commercial products, please.
3. Most booth spaces are approx. 8' wide x 7' deep. Crafters are to provide their own tables. Tables and electrical access are available (first-come, first-serve) for additional fees—see box below. (Crafter assumes responsibility for any damage to church tables.)
4. Payment of \$40 per booth space (plus table/electrical use fees, if applicable) is due with completed application. Deadline to register is October 1. No refunds given after October 7.
5. Each crafter is responsible for collecting sales tax (Westminster rate is 8.45%). A sales tax license is not required; 1-time return forms will be provided by the Craft Fair Committee. Must submit collected taxes along with form to Craft Fair Committee before leaving on November 8. All vendor names will be submitted to the City of Westminster.
6. Booth locations will be assigned by the Committee. Please indicate below if you have a special set-up request.
7. Set up time will be Friday, November 7 beginning at 9 a.m. (Please—NO children during set up time.) Craft Sale begins at noon. Crafters may leave their tables/items overnight. The church assumes no responsibility for items.
8. Crafters and Artisans commit to sell both days.
9. For more information, please contact Carmen at 303-425-7499 or Margie at 303-431-2988 or email: FICcraftfair@comcast.net.

A "Café" will be offered on Friday evening and during the day Saturday where food will be available for purchase. There are also plans for a "Cookie Walk" (fill a box with a variety of cookies for the holidays!)

Vendor Application

A confirmation phone call or email will be made which will ensure your space upon receipt of application, payment, space availability, and approval by Craft Fair Committee.

Name: _____ Phone: _____

Address: _____ City: _____ Zip: _____

Email Address: _____

Description of product(s): _____

Special set-up request (every effort will be made to provide for your request but it cannot be guaranteed): _____

_____ booth space(s) x \$40.00 each	_____
_____ I will provide my own table - size? _____	
_____ I would like to rent a table - \$5.00	_____
_____ 8' rectangle _____ 6' rectangle _____ 6' round	
(assigned on first-come, first-serve basis)	
_____ I need electricity access - \$5.00	_____
(vendor to provide own power strips and cords)	
Total due (booth space + table rental + electricity)	_____

I agree to the rules listed above.

Signed: _____

Please submit payment and application by October 1 to:

**Family in Christ Community Church
11355 N. Sheridan Blvd.
Westminster, CO 80020
Attn: Craft Fair**