

ST. SOPHIA CRAFT FAIR & GREEK FOOD FESTIVAL CRAFTER APPLICATION FORM 2019

Friday, November 8, 2019 – 11:00 am to 8:00 pm
Saturday, November 9, 2019 – 11:00 am to 8:00 pm
Sunday, November 10, 2019 – Noon to 6:00 pm

APPLICANT INFORMATION

Name		Business Name		
Address		City	State	Zip
Phone	Fax	Email		

SPACE AND DAY(S) SELECTION

SELECT DAY(S)	COST PER SPACE
<input type="checkbox"/> FRIDAY <input type="checkbox"/> SATURDAY <input type="checkbox"/> SUNDAY	1 DAY - \$30
<input type="checkbox"/> MAIN HALL <input type="checkbox"/> LOBBY (Limited)	2 DAYS - \$40
	3 DAYS - \$50
ELECTRICITY (LIMITED) <input type="checkbox"/> YES <input type="checkbox"/> NO	
TABLE RENTAL <input type="checkbox"/> YES <input type="checkbox"/> NO (\$12 per table)	

FINAL APPLICATION FEE

Space Fee:	\$
Table Fee: (\$12 each)	\$
Total Fee to be submitted:	\$

Please include check (payable to **St. Sophia Greek Orthodox Church**) with application or contact the church office for credit card payments.

The completed form may be mailed or faxed to:
CRAFT FAIR 2019, St. Sophia Greek Orthodox Church, 900 South Trooper Road, Jeffersonville, PA 19403
Tel: 610-650-8960/Fax: 610-650-8961/E-mail: craft-fair@saintsophiachurch.org

The hereby consents to the terms and conditions on page 2 set forth by the St. Sophia Craft Fair Committee.

Signature of Applicant

Date

BRIEF DESCRIPTION OF CRAFT OR SPECIAL REQUESTS

Will you be selling jewelry at your table? YES NO If yes, what % of your table contains jewelry products? ____%

How did you hear about our Craft Fair?

____ Participated in previous year Craft Fair ____ St. Sophia Website ____ Facebook

____ Other: Please state: _____

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TERMS AND CONDITIONS

APPLICATION: Upon receipt of your completed application, you will receive an email confirmation on the status of your application. Your participation in the Craft Fair will not be complete until you receive a confirmation email stating you have been accepted (or rejected).

LOCATION: St. Sophia Greek Orthodox Church, 900 S. Trooper Road, Jeffersonville, PA 19403.

ENTRY DEADLINE: Tuesday, October 1, 2019. Any contracts or monies received after October 1, 2019 may be assessed a \$15 penalty. Space is limited and is awarded on a first come basis.

PAYMENT: The Crafter agrees to pay the fee of \$30 for an 8' space for the ONE DAY OR \$40 for an 8' space for TWO DAYS OR \$50 for an 8' space for THREE DAYS. Table rentals are an additional \$12 per 8' table. The appropriate fee must accompany the application. All spaces will be assigned on a first come, first paid basis according to the date your check is received. Postdated checks will NOT be accepted. A \$35.00 fee will be charged on any check returned.

REFUNDS and CANCELLATION POLICY: An application is a commitment to the Craft Fair. Crafters cancelling prior to October 1st will receive a full refund. Crafters cancelling after October 1st will not receive a refund.

CRAFTER TYPES: All handcrafted items are welcome. We do not accept dealers, demonstrators, distributors, resellers or agents. The Crafter agrees to exhibit for sale only authentic arts and crafts or edible items appropriate to the venue.

PHOTOGRAPHS: If you are a new crafter to our Craft Fair, please submit a website link or electronic photographs via email or printed photographs with your application. Previously participating crafters selling the same products do not need to submit photographs. Crafters may only show and sell work as illustrated by images.

PARKING: During setup, the Crafter may use the side door entrances facing Stinson Lane or front doors on South Trooper Road. Temporary parking will be permitted near these doors only when loading and unloading vehicle. Unloaded vehicle(s) shall be parked in the parking lot behind the church hall. No parking in fire lanes.

SETUP: Setup must be completed between 9-11am on Friday, November 8th OR 9-11am on Saturday, November 9th OR 10am-Noon on Sunday, November 10th . All Crafter are to setup at the designated times only. Crafter entrances will be open only during setup times. Crafters not setup by 11 am on Friday or Saturday lose their spaces/tables. No accommodation will be made for late arrivals. Tables will be reassigned to Crafters who are present. Crafters shall be liable for delivery, handling, erection, and removal of their own displays and materials.

DISPLAY SPACE: Crafter displays will not extend beyond their allotted space. Crafter's booth must not interfere with adjacent exhibits in any way. The Crafter's display may not impede the flow of buyer foot traffic. The CRAFT FAIR COMMITTEE reserves the right to determine infringement and is the final arbiter thereof. The Crafter is encouraged to decorate assigned area. However, any action that precipitates the marring of the Crafter's assigned table, floor and/or wall areas (if applicable) is strictly prohibited. Nothing shall be nailed, stapled or otherwise fixed to the walls, floors or any part of the exhibition rooms.

SPECIAL REQUESTS: Requests for placement with another Crafter will be honored ONLY if both Crafter's applications, display photos and payments are in full. No more than two groups of two Crafters per envelope will be considered for placement in the same general area. Crafter preferences must be stated IN WRITING and included in the envelope with payment and Crafter contract. Should it be impossible to comply with written Crafter preferences, Crafter shall be notified. Electrical outlets for Crafter use are limited and will be assigned on a first paid first-requested basis. Unauthorized use of building electricity will precipitate immediate expulsion. The CRAFT FAIR COMMITTEE reserves the right of Crafter placement.

BREAK DOWN: All Crafters must wait until 6pm Friday and/or Saturday and 4pm Sunday before taking down their display. All papers and trash are to be removed and the space left clean at the time of departure. Everyone must be out by 1 Hour after Craft Fair closes each day.

The Crafter's booth must be open and staffed during show hours. Anyone arriving late or leaving before stipulated time may be refused entrance to future Craft Fairs.

The CHURCH OF ST. SOPHIA shall have absolutely **NO LIABILITY** for any loss.