

Resurrection Lutheran Church

CRAFT FAIR GUIDELINES

Our Fall Craft Fair will be held at Resurrection Lutheran Church, Oro Valley, Arizona, on Saturday, October 28, 2017, from 9:00am until 2:00pm in our Outreach Center Gym. *The Craft Fair is for the sale of “home/hand-made crafts” only and not for the sale of manufactured items/materials/services.*

As a crafter for this event, we ask that you follow a few key guidelines:

Registration and table assignment is on a **first-come basis**. Special consideration will be given to church members and frequent guests. Your table positioning will depend mainly upon your registration date. We cannot guarantee that you will have the same space you had in the past.

Crafters will have access to the premises for set-up on Friday evening, from 5 pm until 6:30pm. Although the buildings will be locked following set-up on Friday evening, we will not have security guards on church premises on Friday night.

Crafters will have access to the premises on Saturday morning beginning at 6:30am. **The Fair will open to the public promptly at 9:00am.** We ask that all Crafters shut down at 2:00pm (not before) and have all items (including empty boxes, trash accumulated by your participation, etc.) off the premises no later than 3:00pm. **We ask that you leave the space as you found it!**

All Crafters will be provided with one 6' x 2-1/2' table for the sale of their crafts. The tables will be pre-assigned according to order of registration and payment and will be set up and ready for use by Friday at 5pm. Chairs will also be provided. ***Crafters must provide their own table coverings and extension cords.*** Crafters who desire an Open Space rather than a table need to indicate this on their application form and will be charged the same amount for the space as if a table were requested.

After craft items, etc., are unloaded, we request that all Crafters park in the lower parking lot. This will leave room for people who visit the Fair to park in more convenient locations.

Crafters are responsible for their own payment process of crafts sold, i.e., cash, check, or credit card. There will be no change available on site. Any losses incurred are each Crafter's responsibility.

Collection/payment of appropriate taxes is the responsibility of each individual Crafter.

If you need special lighting or additional light in order to show off you product(s), please plan on bringing what you need and request electrical outlet access on the registration form.

As the Craft Fair is being held on church property and using church facilities, proper dress, attitude and carriage is expected from all participants. Smoking is not permitted inside the facilities, there is a designated smoking area by our northwest entrance and no type of alcoholic beverage is allowed on church property. We are a nut free environment.

Tell your friends and neighbors!

We look forward to your participation and a fun-filled, successful 2017 Craft Fair!

CRAFT FAIR APPLICATION AND REGISTRATION
 THE FALL CRAFT FAIR WILL BE HELD ON SATURDAY, OCTOBER 28, 2017
 9:00am until 2:00pm AT RESURRECTION LUTHERAN CHURCH,
 11575 N. FIRST AVENUE, ORO VALLEY, AZ 85737.

Mail or bring this completed application/registration form to the address above – to the attention of Craft Fair Team – with check payable to “Resurrection Lutheran Church.”

By signing this form, I state that I have read the guidelines governing the event which were provided to me, and I agree to hold Resurrection Lutheran Church, Oro Valley, AZ, and any or all of its employees and/or members, HARMLESS for any and all items lost, stolen or damaged during the Craft Fair. I also understand that I am an independent contractor and am responsible for providing Worker’s Compensation coverage to my employees, if required, as well as for any injury or loss caused by careless or negligent acts by my employees, agents or me.

I further understand that I am responsible for the potential loss in the sale process if I accept payment via check or credit cards, and that collection and payment of appropriate taxes is my responsibility.

Signed: _____ Date: _____

Print Name: _____ Phone: _____

Street Address: _____ City/State/Zip: _____

Email Address : _____

RLC Members/Regular Church Attendees Registration Fee:

Number of Table(s) _____ at \$10 each Number of Open Space(s) _____ at \$10 each
 Number of Wall Table(s) _____ at \$15 each Number of Wall Open Space(s) _____ at \$15 each
 Number of Wall Table Space with electricity _____ at \$15 each
 Number of Wall Open Space with electricity _____ at \$15 each

NON-Members Registration Fee:

Number of Table(s) _____ at \$25 each Number of Open Space(s) _____ at \$25 each
 Number of Wall Table(s) _____ at \$30 each Number of Wall Open Space(s) _____ at \$30 each
 Number of Wall Table Space with electricity _____ at \$35 each
 Number of Wall Open Space with electricity _____ at \$35 each

What is your craft? _____

We cannot guarantee that you will get the exact space that you may have had in the past.

Crafter’s name will be placed on assigned table(s) prior to opening setup time on Friday evening:

Payment Information **RLC use only:**

Date received: _____ Amount received: _____

Received by: _____ Space(s) assigned: _____