

# Craft Show Application

Craigs Baptist Church  
Community Life Center  
14120 W. Catharpin Road  
Spotsylvania, VA 22551

How did you hear about us? (circle)    Email                  Facebook                  Internet                  Word of Mouth

**DATE OF CRAFT SHOW:  
October 7, 2017 from 10:00 a.m. – 3:00 p.m.**

Date Submitted:

Applicant's Name:

Business Name:

Applicant Address:

Phone Numbers:    Home/Work:                   Cell:

Email:

List or describe all types of crafts you will be displaying in the show. Are items handmade or resale? (Note: items with profanity or nudity are not allowed).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you have a website? If so, please list it here: \_\_\_\_\_

We are planning to have drawings for door prizes throughout the day. Each vendor is required to donate a door prize item with a minimum value of \$10.00.

**Application Deadline: September 16, 2017 but sign up early to reserve your space! Early Bird Special: Register by June 1, 2017 and receive your single space for only \$20.00 or double space for only \$35.00!**

Space Requirement	Amount
Single Space (8'x6') - \$25.00 (2 chairs included)	\$
Double Space - \$40.00	\$
Electricity Access - \$5.00	\$
6' Table: \$5.00 (limit one table per vendor)	\$
TOTAL SUBMITTED WITH APPLICATION	\$

Make checks payable to: Craigs Baptist Church. Mail check and application to:

Craigs Baptist Church  
14123 W. Catharpin Road  
Spotsylvania, VA 22551  
churchoffice@craigchurch.org

# Release Form

I, the undersigned, agree to abide by the Rules and Guidelines as herein stated.

In consideration for the opportunity to participate in the Harvest Festival and Craft Show (referred to hereinafter as the "activity"), the Participant (or parent/guardian if Participant is a minor) acknowledges and accepts the risks of injury associated with participation in and transportation to and from the activity. The Participant (or parent/guardian) accepts personal financial responsibility for any injury sustained during the activity or during transportation to and from the activity. Further, the participant (or parent/guardian) promises to indemnify, defend, and hold harmless Craigs Baptist Church including its officers, employees, members, agents, volunteers, or any other representatives (collectively referred to hereinafter as the "Sponsor") from any and all claims or liability, including any loss or damage sustained to equipment and/or merchandise during the operation, set-up or dismantling of the Craft Show and for any injury related directly or indirectly out of the described activity or transportation to and from the activity, whether such injury arises out of negligence of the Sponsor or otherwise.

If a dispute over this agreement or any claim for damages arises, the Participant (or parent/guardian) agrees to resolve the matter through a mutually acceptable alternative dispute resolution process. If the Participant (or parent/guardian) and the Sponsor cannot agree upon such a process, the dispute will be submitted to a three-member arbitration panel of the American Arbitration Association for final resolution.

I also understand that should I cancel my participation within 30 days of the event, my registration fee is non-refundable.

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Applicant's Name (please print)

Business Name (if applicable)

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Signature

Date

# Craft Show Agreement/Guidelines

Craigs Baptist Church  
Community Life Center  
14120 W. Catharpin Road  
Spotsylvania, VA 22551

This year's craft show will be in conjunction with our annual Harvest Festival, which is a wonderful outreach for our community. The Harvest Festival activities will be held outside (weather permitting), but the craft show will be inside. We will not charge an admission fee for patrons wanting to check out the craft show. There will be food and drink items available for purchase. We thank you for participating in this event. Please review the following guidelines, sign and return it with your application and check.

- Craft Show Date: Saturday, October 7, 2017 from 10:00 a.m. to 3:00 p.m. Rain or shine!
- Booth Size: 6' x 8' space with (2) chairs. A limited number of 6' tables are available and are on a first come first serve basis. The cost to rent a table is \$5.00.
- Cost: \$25.00 for single space or \$40.00 for double space plus donation of door prize item.
- Merchandise: Participants will be selling crafts or can also be direct selling consultants (i.e. Mary Kay, Pampered Chef, etc). We will not have two of the same direct selling consultants. Participants will be accepted on a first come first serve basis.
- Set Up Time: Friday, October 6, 2017 from 5-7 p.m. or Saturday morning from 8:00 – 9:30 a.m.
- Restrooms: Restrooms are located just inside the front entrance and to the left of the building.
- Break Down: The show ends at 3:00 p.m. and all vendors are expected to stay set up until 3:00 p.m. In addition, each vendor must remove all trash from their booth area and dispose of it.
- Equipment: All vendors must provide their own equipment and extension cords if electricity is needed.
- Door Prize: Each vendor agrees to donate an item with a minimum value of \$10.00. This item will be presented at check in.
- Unloading: Materials may be unloaded at the designated entrance. Signage will be displayed to show vendors where they need to go.
- Parking: Immediately after unloading merchandise and before setting up displays, vendors are asked to move their vehicles to the church parking lot across the street from the building. We want to leave the parking lot available to customers.
- Concession: There will be food items for sale during the craft show.
- Smoking: Smoking is not allowed on the premises.
- Questions: Contact the church office at 540/854-5284 or by email at [churchoffice@craigchurch.org](mailto:churchoffice@craigchurch.org)

I hereby consent to the conditions and guidelines set forth by Craigs Baptist Church for the Craft Show.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_