

Crafter Registration Form

River Valley Church of the Nazarene
2401 Savannah St., Fort Smith, AR 72901
Fall Craft Fair ~ November 2, 2019

Office Use Only

Date Received _____ No. _____

Table: yes _____ no _____

Electricity: yes _____ no _____

Special Request: _____

Booth Number _____

Name _____

Address _____

City: _____ State: _____ Zip: _____

Telephone Numbers: _____ (Home) _____ (Work)
_____ (Cell) Text? _____ Yes _____ No
_____ (email)

NOTE: If you want to be next to someone in particular in the craft show, *YOU MUST* send your registration forms *in together*. Do not send them separately with a note.

Number of spaces requested: _____

Total amount \$ _____

Type of space – Indoor \$30 _____ Table \$5 _____ Limited Available!
Outdoor \$20 _____

Type of Items you'll be selling _____

Note: No Food or Baked Items

Are your items handmade Yes _____ No _____

(Please clarify if you are a representative for Mary Kay, Avon, Scentsy, Pampered Chef, etc. and if you will be having these products for sale in any way- only one representative for each company is allowed)

Please make note of any special needs:

Will you have tall backdrops/fencing/shelving? Yes _____ No _____

How did you first hear about this craft fair? _____

****Please be sure to sign the crafter agreement portion and return this form along with registration fee to:
Craft Fair 2019 Attn: Annette c/o River Valley Church of the Nazarene, 2401 Savannah St., Fort Smith, AR 72901.**

WAIVER OF LIABILITY

I, _____ understand that River Valley Church of the Nazarene

(Print name)

Is not responsible for any lost, stolen or any kind of damage that may occur to my property during the craft fair at set up (November 01, 2019) through the craft fair sale (November 2, 2019).

Signature _____ **Date** _____

Crafter Agreement *(This info is also included in your invitation letter)*

- **Space size is 10' x 8' in the gym & approximately 5' x 16' in the hallways.**
- **\$30 per space indoors, \$20 outdoors, \$5 for electricity, \$5 for tables (if available)**
- ***Payable to River Valle Church of the Nazarene, due upon registration.***
- **Indoor vendors, you may set up Friday night, November 9, 2018 from 6:00 – 8:00 p.m. Outdoor vendors you can begin setting up at 7:00 a.m. Saturday morning.** If you're unable to set up at this time please call Annette Lauver at 479-222-3153 for other arrangements. ***Because of our Pre-School closing at 5:00 p.m., we ask you not to come before 6:00 because of traffic issues, which hinder unloading for you and parents picking up their children! Thank you for your cooperation.***
- **Craft Show hours are 9:00 a.m. until 4:00 p.m. November 2, 2019. All crafters must be packed up and have vacated the building by 5:30 p.m. If crafts are left they will become the property of River Valley Church of the Nazarene.**
- **NO SMOKING OR ALCOHOL ALLOWED ON THE PREMISES.**
- **Each craft booth is the responsibility of the crafter and must be manned at all times by the registered crafter or someone in his or her party.**
- **Refunds: Full refunds will be given on cancellations prior to October 19, 2019. There will be no refunds after October 19, 2019.**

Initial the following:

_____ I promise to park in ***grass lot on the east side of the building***
to allow adequate parking for shoppers. (Unless handicapped)

_____ ***If for some reason I am unable to attend, even if it's the day of the show,
I will call and let someone know.*** We don't want empty booth spaces!
Call Annette at 479-222-3153 or

_____ I understand that if I choose not to set up on Friday night before the show that
I will need to arrive on Saturday no later than 8:15 a.m.
I understand that if I am not there by 8:15 a.m. my booth will be given to someone
on the waiting list for an indoor space.

* * * * *

I _____ understand the above stated rules and agree to abide by them
(name of crafter)

While participating in the Fall Craft Fair at River Valley Church of the Nazarene on November 2, 2019. I
understand that I bear sole responsibility for the crafts that I have brought and anything left on the
premises will become the property of River Valley Church of the Nazarene.

Signature of Crafter _____ **Date** _____

- ❖ As an added incentive to gain shoppers, vendors will be given the option to donate an item for a door prize. This is completely optional and up to each vendor. Someone from the church will come by on Friday night during set up or on Saturday morning to collect your donation. These donations will be displayed in the welcome center with your booth number on it so shoppers can inquire where to find you.

***This form must be completed and returned to the registration coordinator
on or before booth setup.***

***We offer early registrations for vendors on the day of the event each year,
so spaces are limited so early registration is encouraged.***

Spaces are assigned on a first-come first-serve basis.

Return completed registration form with registration fee to:

***Craft Fair 2019 – Attn: Annette
c/o River Valley Church of the Nazarene
2401 Savannah St., Fort Smith, AR 72901.***

-PLEASE KEEP THIS COPY FOR YOUR RECORDS



***River Valley Church of the Nazarene
2401 Savannah St., Fort Smith, AR
72901***

It's that time of year again for our annual Fall Arts & Crafts Show!

When: Saturday, November 2, 2018, from 9:00 a.m. until 4:00 p.m.

Booth sizes: Will be 80 sq. feet. Booths in the gyms will be 8' x 10' and those in the hallways will be approximately 5' x 16'. Outdoor spaces are approximately 10' x 10'.

Fees: Indoor booths will be \$30. Spaces outside will be \$20. For those who need electricity, there will be a \$5 charge (vendor is responsible for providing their own extension cord). A limited number of tables are available to rent for \$5 (limit, one per booth).

Space: *We one gymnasiums, hallway space and outdoor spaces*

Booth areas will be filled on a first-come-first-served basis. Unless specified otherwise, crafters will be placed in the gymnasiums first, then overflow into the hallways and classrooms.

Advertising

Help us by duplicating our advertisement flyer and passing it out to your friends and associates.

Your help with advertisement will benefit all!

We welcome independent consultants/sales reps from companies like Scentsy, Pampered Chef, Mary Kay, etc., but **please note that it is our policy to only have one vendor per company at the sale.**

Registration & Participant Reminders!

As always, there are three steps to completing your registration and reserving your booth:

1) Crafter Registration 2) Signed Crafter Agreement 3) Registration Fee

- **Full refunds will be given on cancellations prior to October 19, 2019. There will be no refunds after October 19, 2019.**
- **Remember:** Vendor parking is on the grass on the east side of the building along **PLEASE DO NOT PARK** in the main parking lot or shoppers will not have a place to park! We greatly appreciate your cooperation.
- If for some reason you cannot come the day of the show please call Annette at 479-222-3153
- You must arrive by 8:15 on Saturday morning. If you are not here or set up by 8:15 your booth will be given away to someone on the waiting list.

See you soon!

We are looking forward to helping you have a successful sale in the fall and hope you will participate!

Feel free to call or text me if you have any questions at **479-222-3153**.

Sincerely,

Annette Lauver - Registration Coordinator