



Greetings Vendor:

You are invited to participate in ITPC's Fall Festival and Craft Fair on Saturday, October 14, 2017. Our past craft fairs have been great successes, and we are looking forward to an even bigger and better event this year.

We look forward to seeing you there!

- WHEN:** Saturday, October 14, 2017
- TIME:** Set up begins at 7:30 am
The fair runs from 10 am until 4 pm
Breakdown is 4 pm to 5 pm
- WHERE:** Indian Trail Presbyterian Church
200 S. Indian Trail Road
Indian Trail, NC
- COST:** \$30⁰⁰ non-refundable fee for outdoor 10' x 10' space
\$40⁰⁰ non-refundable fee for indoor 10' x 10' space*
*Indoor spaces are limited and will be assigned on a first come, first served basis
- DEADLINE:** October 12, 2017
- CONTACT:** Scott Stinson
704.363.5802
klark6@aol.com (Subject line: "ITPC Craft Fair")

Fill out the attached application and return it with your payment to:

Indian Trail Presbyterian Church
PO Box 187
Indian Trail, NC 28079

Postdated checks are not accepted.
Returned checks are subject to a \$25⁰⁰ service charge.



PO Box 187 • 200 S. Indian Trail Road • Indian Trail, NC 28079

www.itpcusa.org

ADDITIONAL INFORMATION

- ADVERTISING:** Flyers
Roadway signs
Banners in the front of the church
Information on church's website
Social media
- SET UP:** Set up begins at 7:30 am (no earlier) on Saturday morning. Vendor parking is available. Vendors may park near their spaces during set up to unload, but will be asked to move before the fair starts. Craft Fair Staff will be available for assistance.
- Each vendor is responsible for his/her own setup. We provide 2 chairs per space. Space rental fee DOES NOT include tables. Tables are \$9⁰⁰ each. If you rent a table(s) from ITPC, it will be in your space when you arrive.
- DOOR PRIZES:** In order to increase traffic to all vendors, ITPC invites vendors to participate in our door prize giveaway. When you arrive Saturday morning and sign in, you will be provided with a table tent to display tickets indicating your participation. Each visitor will receive a ticket, and will need to visit each booth to find the matching ticket and win their prize!
- DISPLAYS:** Please set up your display within your allotted space.
Be ready for a 10 am opening. Your booth must remain open for the entire fair.
No display should be taken down before 4 pm.
Your space must be manned by at least one person at all times.
- ELECTRICAL OUTLET:** Electrical outlets are limited to indoor spaces. Vendors must provide their own heavy duty extension cords and power strips.
- VENDOR SPACING:** A special effort will be made to separate vendors with similar inventories.
- DUPLICATE VENDORS:** Only one vendor per company is allowed for businesses like Tupperware, Pampered Chef, Mary Kay Cosmetics, Longaberger, Scentsy Wickless Candles, Avon, Thirty-One Gifts, Tastefully Simple, Jamberry, etc.
- FOOD:** The Men of the Church are selling hot dogs, chips, and drinks during the fair. Free breakfast refreshments are provided for vendors.



ADDITIONAL INFORMATION
continued

- TEAR DOWN:** No disassembly of space or exit load is permitted prior to 4 pm. Craft Fair Staff will be available for assistance.
- CONFIRMATION:** All vendors who submit an application with payment prior to 10/01/2017 will receive a confirmation notice via e-mail. If you do not use e-mail and wish to receive a confirmation notice, please include a self-addressed, stamped envelope with your application.
- Confirmation notices will include assigned space numbers.

EVENT WILL BE HELD RAIN OR SHINE.



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FALL FESTIVAL & CRAFT FAIR 2017

VENDOR APPLICATION

Please print clearly. Return this completed page with full payment to address on page one.

Name: _____

Business Name: _____

Address: _____ City, State, Zip: _____

Telephone: _____ E-mail: _____

Website: _____

Describe the items you will be selling: _____

Please indicate your space preference: Premium Indoors (\$40⁰⁰) Indoors (\$35⁰⁰) Outdoors (\$30⁰⁰)

Will you be needing a table(s)? Yes No How many? _____
2 chairs are provided. Tables are available for \$9 each.

Do you need access to an electrical outlet? Yes No
Limited to indoor spaces, and available on a first come, first served basis. Vendors must supply extension cords and power strips.

If participating, how many door prizes are you giving away? 1 2 3 Not participating
This is so we know how many tickets to give you.

I, _____, have read and agree to the listed guidelines and rules.

Signature: _____ Date: _____

OFFICE USE ONLY:

Date Application Received: _____ Amount: \$ _____ Check #: _____

Space #: _____