

St. Clement of Rome Arts & Crafts Show

OCTOBER 14, 2017 9A.M.-5P.M.

****PRINT ALL INFORMATION****

NAME: _____ PHONE: _____

BUSINESS NAME: _____ PHONE: _____

ADDRESS: _____ CITY: _____ ZIP: _____

EMAIL ADDRESS: _____

TYPE OF CRAFT: _____

SPECIAL REQUESTS: (LOCATION, SAME BOOTH AS LAST FAIR- INCLUDE #) _____

OUTDOOR BOOTHS	PAID IN FULL BY 9/14/2017	PAID AFTER 9/14/2017
School Yard (10x10)	_____ \$60.00 each = \$ _____	_____ \$70.00 each = \$ _____
INDOOR BOOTHS (air conditioned)	PAID IN FULL BY 9/14/2017	PAID AFTER 9/14/2017
School Gym (8x10)*UPSTAIRS* (Accessible by stairs or elevator)	_____ \$65.00 each = \$ _____	_____ \$75.00 each = \$ _____
Cafeteria (8x10)*LIMITED SPACE (Almost all Cafeteria Vendors do return)	_____ \$65.00 each = \$ _____	_____ \$75.00 each = \$ _____

*****IF ALL CAFETERIA SPACES HAVE BEEN TAKEN, PLEASE CHOOSE A SECOND CHOICE: GYM _____ OUTSIDE _____

*****IF ALL INSIDE SPACES HAVE BEEN TAKEN, DO YOU WANT AN OUTSIDE SPACE? YES _____ NO _____

ADDITIONALS: (MUST BE PRE---PAID)

Table Rental (6 ft.table) _____ \$10.00 each = \$ _____
 _____ Electricity -\$10

TOTAL AMOUNT DUE **CHECKS ARE ACCEPTED UNTIL 9/30/17 AFTER 9/30/17 ONLY CASH OR MONEY ORDERS ACCEPTED.**

Please make checks payable to:

St. Clement of Rome Co-Op Club Total Amount Paid \$ _____

*******RETURNING CRAFTER INFORMATION*******

If you participated in our 2016 Art & Craft Market and wish **to guarantee your same booth** assignment we must receive your **paid** application **by August 31, 2017**. After that date booth assignments will be made on a first come first come basis.

MAILING INFORMATION AND DISCLAIMER

I/We, the undersigned crafter/exhibitor, hereby acknowledge that neither St. Clement of Rome School or Church, its officials or directors or any officials connected with this show, will be responsible for any loss or damages to my work or property, or for any personal injury to myself or any assigned operator of my booth, during the course of the craft fair through Friday, October 13, 2017 to Saturday, October 14, 2017. I/We understand that a Rainout day is tentatively scheduled for Saturday, October 21, 2017. I/We agree to abide by the rules of the show. I/We understand that NO refunds shall be made for inclement weather or cancellation by crafter. The exhibitor shall bear the risk of losses in such instances. I/We also agree to pay a \$25 fee if my check is returned for insufficient funds.

Signature(s): _____ Date: _____

Please send your completed application, payment and a self-addressed stamped envelope to:
 St. Clement of Rome Art & Crafts Show; 3978 W. Esplanade Ave., Metairie, LA 70002

*****IF YOU WANT YOUR CONFIRMATION MAILED, YOU MUST SEND A SELF---ADDRESSED STAMP ENVELOPE*****

Any questions, please contact: 504-888-0386, ex. 300 or scrcraftfair@yahoo.com

ST. CLEMENT OF ROME – ART & CRAFT MARKET RULES

1. All items must be within church standards. If in doubt, contact the craft fair committee. If any inappropriate item is displayed, you will be asked to remove it immediately.
- 2 **Prize Donation:** We are asking each booth to donate one item from their booth to be used for a parade of prizes fundraiser raffle. Donations can be dropped off at the registration table in the morning when you check in or can be picked up at your booth on the morning of the fair.
3. **When taking orders, customers must be given a receipt with your name, address and telephone number.**
4. No food may be sold in any booths, other than homemade canned items or gift baskets (items that would be taken home not consumed on-site).
5. No smoking will be permitted in the buildings. No alcoholic beverages may be sold or served. No pets allowed.
6. **PARKING:** After unloading, all crafters must remove their vehicles from the school and/or church parking lots. These lots are for the customers to be able to park and shop at the craft fair. After unloading, all crafters must move their vehicles, including trailers, to the specified parking area off site. The parking information will be in the Check-In Packet. It is extremely important that you refrain from parking in the back parking area near the gym. This area is solely for loading and unloading for crafters in the gym and cafeteria. We will have cones in this area. Please do not move them. Parking in the neighborhood is discouraged.
7. **Booth Setup:** Booth set up begins at 6:00 AM. Booth setup should be completed by 8:45 AM.
8. **Booth Tear Down:** Booth tear down begins at 5:00 PM and should be completed no later than 7:00 PM. All booths are to remain set up until closing time.
9. **CLEAN UP AND TRASH REMOVAL OF YOUR BOOTH AREA IS YOUR RESPONSIBILITY.**
10. **Check In:** Crafters must check in at the registration table upon arrival. Exhibitors are to open and close at scheduled times.
11. No refunds shall be made for inclement weather or cancellation by crafters. The exhibitor shall bear the risk of losses in such instances. For those crafters with booths outside, be prepared for any type of weather. The Craft Fair will go on, rain or shine.
12. **Electricity is available for limited spaces only and with a fee of \$10.** If not done so already please contact us if electricity is needed. Please bring your own extension cord.
13. We are not equipped to make change or cash checks for you. Each crafter is responsible for bringing enough change to last them the entire day.
14. No raffles may be held at any exhibitor booth other than the St. Clement of Rome Co-Op Club booth.
15. All displays, signs, wires, etc., must be done in a neat, professional manner. Please stay within your allotted space. **No tent or tent frames will be allowed in the Cafeteria.**
16. **TAXES:** Crafters are individually responsible for reporting and paying any taxes. A representative from Jefferson Parish and State will visit each booth, provide you with the proper tax form and give you complete instructions for filing. St. Clement is required to provide the tax assessor with a list of crafters who exhibit with us on the day of the fair.

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