

HOLIDAY CRAFT SHOW

Schererville Community Center

(500 E. Joliet St.)

Saturday, November 4th

9:00am-3:00pm

FEES: \$40 for 8x8 space x 7% sales tax = \$42.80

Fee includes one 8'x8' space only. Tables are **NOT** provided, however, two (2) chairs per booth space will be provided. Larger spaces are available through extra booth rental. Refunds will not be given unless the Park Department cancels the "Holiday Craft Show" event.

Applications and items sold are subject to approval. No crafter/vendor may sell food or beverage items without the permission of the Recreation Coordinator. Permission granted for food and beverage sales on a case by case basis (no repeats of businesses, no conflicts with concession, and proof of health permit and insurance naming the TOWN OF SCHERERVILLE, THE SCHERERVILLE PARKS AND RECREATION BOARD OF DIRECTORS AND ITS DULY AUTHORIZED AGENTS AND EMPLOYEES as certificate holder are required).

SET UP/TAKE DOWN: Set up time includes Friday, November 3rd 12:00-5:00 pm and Saturday, November 4th at 8:00 am. Vendors **MUST** unload their vehicle completely and move their vehicle to the designated parking area (last row in parking lot). There will be a staff person checking the unloading area to ensure vehicles are moved in a timely manner. Take down must be completed by 4:00 pm on Saturday, November 4th.

RULES: No live animals permitted in the building. No decorations may be attached to any wall, metal, or wood surface. Direct sales businesses will be limited to one vendor per company (based on first come, first served). No crafter/vendor may sell guns, knives, or items considered weapons. All merchandise and displays must stay within designated spot. All tables must have a floor length table cloth for all tables with no boxes, extra merchandise, or debris exposed to common area. Assigned area must be kept clean throughout the event and all trash must be removed at the end of the event. No soliciting to other crafters/vendors or patrons through distribution of advertising for anything other than what you are selling in your location. Crafters/vendors must participate for the full duration of the show. Those who fail to participate for the full duration of the show will be banned for one-year from future shows or events with the Schererville Parks Department. Not all spaces are guaranteed electricity. Schererville Parks and Recreation reserves the right to cancel a show due to insufficient registration (refunds issued if show is canceled). Registration is not complete without payment and a signed contract.

SALES TAX: All crafters/vendors are responsible for collecting and remitting all sales tax.

REGISTRATION PROCEDURE: Applications will be reviewed by the Schererville Parks and Recreation staff on an individual basis. Schererville Parks and Recreation reserves the right to limit the number of vendors selling similar products. Not all applications may be accepted.

Wholesalers, flea market products, or previously worn/used merchandise will not be accepted. *Photos of products and displays will be required with the application either by mail or email to mgrimm@schererville.org.* The Schererville Parks and Recreation staff reserves the right to not accept applications for items or displays made with poor craftsmanship, look unprofessional, have too many of a certain category, or any other reason at the discretion of the Recreation Coordinator.

DOOR PRIZE DONATION: We are asking that all vendors donate an item such as gift basket, gift certificate, merchandise, or service related to their booth for our raffle that will be held throughout the duration of the craft show. All items will be picked up 15 minutes before start of show.

I have read and agree to the terms and conditions of the Holiday Craft Show. I am applying to participate as a crafter/vendor. I will follow the rules and regulations and if I do not adhere to all regulations or if I misrepresent myself, or the item I am selling, I will be asked to leave with no refund.

Signed Name: _____ Date: _____

ORGANIZATION/BUSINESS _____

CONTACT NAME _____

EMAIL ADDRESS _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

TELEPHONE (day) _____ (cell) _____

DETAILED ITEM DESCRIPTION TO BE SOLD:

REQUESTING ELECTRICITY: YES NO

DAY AND TIME OF SETUP _____

Booth Space		x	\$40.00	=	
Tax (7%) of Booth space total					
Table Rental		x	\$9.00	=	
Total					

Please return application with a check made out to the Town of Schererville:
 Schererville Parks Dept., 10 E. Joliet St. Schererville, IN 46375

For questions contact the Park Office at 219.865.5530 or Fax: 219.865.5534

Applications due ASAP