



Craft Fair Vendor Application

SATURDAY, DECEMBER 2nd, 2017

Thank you for your interest in participating in our Annual Holiday Craft Fair! Please complete all components of this form to apply for booth space at Morrison Center's 9th Annual Holiday Fair, Poinsettia & Wreath Sale so that we may serve you as well as possible. The event will be held on **Saturday, December 2nd from 9:00am-2:00pm.** **Registration including payment in full is due by Friday November 17, 2017. Booth space and location preference are granted on a "first come, first served" basis.**

Terms and Conditions:

- \$40.00 fee for single space (gymnasium or hall space)
- No Refunds / No Rain/Snow Date
- Booth space is rented on a first come, first serve basis. We reserve the right to limit the number of Direct Sales Vendors and also reserve the right to limit the number of vendors in a particular category (i.e. jewelry).
- Craft Fair Coordinators may choose to deny a vendor based on appropriateness of products and duplication of vendors. Vendors may not sell any type of alcoholic beverages of any kind.
- Setup begins at 7:00am on Sat., December 2nd. If you need to make special arrangements, please contact us and we will try to accommodate your request.
- Vendors are required to remain set up until 2:00pm. Take down begins at 2:00pm.
- Electrical access is free. Electrical access is limited and will be approved on a first come, first serve basis.
- Gymnasium booth spaces are ~ 10' long and 6' deep. Hall booth spaces are ~ 8-10' long and 3 ½' deep.
- Participants are responsible for the set-up and clean up of their booths. Participants cannot impair others' spaces. (i.e. sign or display blockage). Vendors will not be allowed to move booth locations once a booth has been assigned. No exceptions.
- ***Cancellation Policy: Full payment is required at time of registration. If a vendor cancels after November 18th, they will forfeit their deposit.***
- Vendors keep all profits from their booths.

Name _____

Business Name _____

Mailing Address _____

City _____ State _____ ZIP Code _____

Telephone: Home _____ Mobile _____

E-mail _____

Brief description of product(s): _____

Type of products Fine Art Handmade Jewelry Local Artist Crafts
 Clothing Wood Works Holiday Other

ELECTRICITY

_____ Yes, I require electrical access (you will need to bring your own electrical cords and extension cords)

TABLES

Tables are not provided with booth spaces. We will have a limited number of tables available to rent at \$10.00 each. Vendors are responsible to bring their own table cloths, table skirts and backdrops.

_____ # of tables at \$10.00 each

RAFFLE

As part of an additional fundraiser for Morrison Center, we are asking each vendor to consider donating an item to be used in our raffle. If you are interested in participating, please provide a description and dollar value of item to be donated. Tickets will be \$1.00 each or 6 for \$5.00.

_____ Yes I will donate an item _____ No thanks

Description of donation: _____ value \$ _____

SPACE PREFERENCE

Please indicate your preference (if any) for the location of your vendor space. *We will attempt to honor your preference (gym space or hall space) based on the order your registration was received.*

I prefer (check one):

_____ Gymnasium space _____ Hall space _____ No preference

Please make checks payable to: Morrison Center

I have read and understand the terms and conditions of the Fair.

Vendor Signature: _____ Date: _____

Fees Included:			
Booth Spaces (Deposit for each booth)	\$40 x _____	=	\$ _____
Tables	\$10 x _____	=	\$ _____
Total Enclosed		=	\$ _____

Mail completed form and check or money

order to:
Morrison Center
Attn: Holiday Craft Fair
60 Chamberlain Road
Scarborough, ME
04074

For further information or questions:

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