

ST. JOSEPH CHURCH CRAFT SHOW

Saturday, September 28, 2019

9:00 AM – 2:00 PM

79 Case Ave., Sharon, PA 16146
724-981-3232 ext. 10

VENDOR REGISTRATION APPLICATION / AGREEMENT TERMS

PLEASE READ THE FOLLOWING AGREEMENT AND COMPLETE THE REGISTRATION FORM ON PAGE TWO AND RETURN BY MONDAY, SEPTEMBER 13, 2019

1. Registration fee is \$25 for an approximate 10' x 6' space which includes an 8' table and two chairs. We will try to accommodate all setups, if a table is not needed for your space, please indicated this on your registration form. A single craft vendor who's needing a double space may purchase two spaces at a discount rate of \$40. A double-occupancy, single vendor space, is approx 20' x 6' area and cannot be shared by two separate vendors.
2. Registration Fee must be submitted at the time of registration and must be submitted no later than 2:00 PM on Monday, September 23, 2019. **All spaces are on a paid first come - first reserved basis.** No HOLDS will be made.
3. Limited electricity space is available. There is \$5 fee for electric. Please include addition payment and check the box, "*Electricity Purchase*" on registration form.
4. St. Joseph Craft Show is **open to all Handcrafted Vendors and Direct Sale vendors.** However, if you are a Direct Sale vendor, and are not permitted to have two alike at a show, it is up to you, the Direct Sale vendor to call 724-981-3232 to see if one has already registered under your same company name. St. Joseph -Craft show Committee will not be responsible if duplicate Direct Sale vendors are booked.
5. We ask each vendor to donate one item of their choice to St. Joseph for the Chinese auction.
6. All craft vendor registration proceeds to benefit the up-keep of St. Joseph Church.
7. Registration fees are non-refundable. **NO EXCEPTIONS.**

SET UP / TIMES OF OPERATION

1. The craft show will be open to the public from 9:00 AM until 2:00 PM, Saturday, September 28, 2019.
2. Set up times are available from 6:00 - 8:00 PM, Friday, September 27 and the day of from 7:45 - 8:45 AM. **THERE ARE NO EXCEPTION TO THE DESIGNATED TIME OF SET UP.** Please do not call to make special arrangements. Entering the building before the designated times stated on Friday or Saturday is not permitted.
 - Upon arriving, please check in at the registration table.
 - You may unload at the Case Avenue entrance. There is an elevator for your convenience. PLEASE DO NOT park on the slate patio.
 - Clepper alley entrance: **PARKING is PROHIBITED** in the fire lane (alley) between St. Joseph and Clepper Nursing Home.
 - Day of show: All vendor parking towards back of lot to allow easier access for customer parking.
3. Clean up will begin promptly at 2:00 PM after show. Do not remove your items before this time. The event is advertised to the public until 2:00 PM. For this reason, *no early breakdowns* are permitted.
4. In light of the possibility of shoplifting, vendors are encouraged to stay with their booth at all times or as much as possible. St. Joseph is not responsible for any lost, broken or stolen items. St. Joseph will have staff on hand to help vendors for restroom use or food.
5. Only the Main Entrance (side facing Case Ave.) will be used for guests/customers. All other entrances will be Used as EXIT ONLY during 9:00 AM-2:00 PM.
7. No animals permitted.

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CRAFT VENDOR REGISTRATION AGREEMENT APPLICATION

PLEASE RETURN BY 2:00 PM ON MONDAY, SEPTEMBER 23, 2019

Please complete application and return to St. Joseph Church along with payment. Make checks payable to Saint Joseph Church. You may drop your registration application off at the church office or mail to:

St. Joseph Church - Attn: Craft Show

79 Case Avenue

Sharon, Pennsylvania 16146

◇Registration fee—one space (approx 10' x 6') \$25 ◇\$5 additional fee for electricity. ◇A single vendor, double-occupancy space (approx. 20' x 6') \$40. ◇Availability of booth spaces are based on a paid first come-first reserved basis. ◇Please fill out each line below, initial and sign. ◇No refund for cancellation.

Name _____ Vendor Name (if applicable) _____

Address _____

City

State

Zip

E-mail (PLEASE PRINT CLEARLY) _____

Phone _____

***DESCRIBE THE CRAFT(S) YOU WILL BE OFFERING IN THIS SPACE** (use back side if necessary)

Electricity Purchased Special request _____

****This section must be completed before a table is assigned.**

Please initial here _____ that you have read the St. Joseph's Craft Show Agreement Terms and understand all set up times and operation of terms. I realize failure to do so may result in my not being included in future shows.

Signed _____ Date _____

If you have any questions, please call Lori at 724-981-3232 ext. 10 and leave a message.

OFFICE USE ONLY

Total Fee Donated \$ _____ Check # _____ Cash _____ Electricity Purchased _____

Date received: _____ Special Request _____

Assigned # _____ Table Section & Number# _____