

Kerak Shrine Kraft Faire for the Kids
Event Location: Kerak Shrine Temple 4935 Energy Way – Reno, Nevada
Saturday, April 1, 2017 from 9am – 4 pm

NAME _____ PHONE _____
 Tax ID# _____ (if issued- those who file monthly or quarterly)
 Business Name _____
 ADDRESS _____ CITY _____
 STATE _____ ZIP _____ EMAIL ADDRESS _____
 DESCRIPTION OF CRAFTS or products:

The craft faire will be filled on a **first come first PAID** basis from application postmark date. If you have a preferred location/space, request it and include your payment. We will make every effort to honor all requests; however, **we will not place any like vendors together**. Booths (10x10) are \$70. **All vendor fees associated with the faire are to be donated to Shriners’ Hospital for Children. Booth setup times are Friday evening, March 31 from 5-7pm and/or Saturday morning, April 1 from 7-8:30am. Allow ample time to set up as PARKING is limited.** Electricity is limited and must be reserved with the application. If you need tables, please reserve them with your application – for a fee of \$10 (which includes two chairs). Unless you request tables and/or electricity, your booth will not have any amenities – plan accordingly.

I would like the following: _____ (electricity) _____ 2x6 foot table and 2 chairs
I would like space # _____ **if available. Second choice** _____ **Third choice** _____

COST OF THE CRAFT FAIR			
Number of booths 10x10 _____	X \$70.00	=	_____
Number of booths 5 x 10 _____	X \$35.00	=	_____

Temporary Business License Fee (waive IF you send a current copy of Reno Business License) =	\$15.00	
Add \$10 for electricity (very limited)	=	_____
Add \$10 for each table(s) with two chairs	=	_____
TOTAL AMOUNT	=	_____

Make checks payable to Kerak Shrine Lady’s Project. If applying after March 15, please call to verify that spaces are still available. **NO REFUNDS for any reason after March 15. Tax information MUST BE turned in at the end of the show without fail from ALL vendors. Returned checks fee is \$25.00**

- REMEMBER TO ENCLOSE THE FOLLOWING WITH YOUR APPLICATION:**
1. Send 3-5 clear photos of your crafts or products with a complete application.
 2. **Send two stamps** – no envelope needed – to mail photos, confirmation and booth assignment.
 3. **Check** payable to Kerak Shrine Lady’s Project for total amount due.

I, _____, have read this information and agree to comply with all the requirements. **This is a contract.**
If I fail to comply with show regulations, I understand I will be exempt from future shows.

Signature of vendor _____ Date _____

Mail application to: Kerak Shrine Kraft Faire for the Kids; c/o Karen Pabon; 215 Sutro Road; Dayton, Nevada 89403
For information, call (775) 882-8109(Cathy) or (775)722-4133 (Karen); or contact by email : crbbarb@gmail.com (Cathy) or kjpabon@aol.com(Karen)

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Saturday, April 1, 2017 9am – 4pm

Publicity

We will advertise through PSA announcements with radio and TV stations in the area. Our event is listed on the renocrafters.com website.

Description of your Craft

Be sure to send a complete application. Do not forget to include **two postage stamps**, your **application** showing your preferences for booths, photos, and a **check payable to Kerak Shrine Lady's Project**. We have two sizes of booth available – 10x10 for \$70 and 5x10 for \$35. If you have a current City of Reno Business License – it must be sent with your application. Any vendor that does not have a Reno Business License or does not include it with their application is required to pay an additional \$15 fee for a temporary business license – we have to pay this on your behalf to the city of Reno. Be sure to include **recent photos** of your **items**. Put your name and address on the back of each photo. Items DO NOT have to be handmade – we will be accepting a LIMITED number of vendors with Scentsy candles, etc. as well as collectibles. **Applications and payments are due by March 15.** You will be notified by mail of your acceptance with the receipt and booth locations. That is why we request stamps. **Food vendors, please get your permits from the health department.**

Set Up

Set up will be Friday, March 31 from 5-7pm and/or Saturday April 1 from 7-8:30am. **Check-in at the Registration table, and find your booth location BEFORE unloading. THIS IS MANDATORY BEFORE SETTING UP.** Crafters are responsible for bringing their own tables, chairs, and extension cords, if needed. If you request a table(s) and chairs and pay for them with your application, they will be available – please reserve them in advance. Electrical outlets may be at a distance from your assigned area. Booth boundaries will be strictly enforced. Please do not bring small children or animals that need supervision to spend the day with you. **The signed application is a CONTRACT – you MUST comply with the request to turn in your tax packet at the end of the craft fair.**

Quality Assurance

Please help us maintain the quality and integrity of our show. Although handcrafted, American-made items are preferred, mass produced items are allowed as well as collectibles – American made goods please – no buy and sell imported items. Included with this application is a map showing booth locations and sizes. **Booths are assigned on a first-come first-paid basis with complete applications.** We reserve the right to place you and do attempt to assign booths of similar crafts away from one another.

Cancellation Policy

Cancellations received in writing by **March 15** will be refunded. No refund requests will be processed after this date. As a courtesy, if you have reserved a booth and become aware that you will be unable to participate, we would appreciate a prompt notification. **After March 15, please call or email us to see if booths are still available. Although this is our first event, it is anticipated that it will be held annually each spring.**

Mail your application to: Kerak Shrine Kraft Faire for the Kids; c/o Karen Pabon; 215 Sutro Road; Dayton, NV 89403

For information, call: Cathy Barbie (775)882-8109 or Karen Pabon (775)722-4133 or email at: crbbarb@gmail.com(Cathy) or kjpabon@aol.com (Karen)

