

**2nd Annual Kerak Shrine Kraft Faire to Support the Kids
 Reno Town Mall, 4001 S. Virginia Street, Reno, Nevada
 Home of the New Buy Nevada First Market Place
 Saturday, April 21, 2018 from 9am – 4 pm**

NAME _____ PHONE _____
 NEVADA TAX ID# _____ (if issued- those who file monthly or quarterly)
 BUSINESS NAME _____
 ADDRESS _____ CITY _____
 STATE _____ ZIP _____ EMAIL ADDRESS _____
 DESCRIPTION OF CRAFTS or PRODUCTS:

The kraft faire will be filled on a **first come, first PAID basis** from application postmark date. Include your preferred location/space, photos of your products and payment with your completed application. We will make every effort to honor all requests; however, **we will not place like vendors together**. Electricity is limited and must be reserved with the application.

Space setup times are Friday evening, April 20 from 3-7pm and/or Saturday morning, April 21 from 8-8:45am. Allow ample time to set up. Canopy tops are not permitted for this indoor show.

I would like space # _____ if available. Second choice _____ Third choice _____

COST OF THE KRAFT FAIRE

Number of booths 10x10 _____	X	\$65.00	=	_____
Number of booths, smaller* _____	X	\$35.00	=	_____
Returning vendors subtract \$5.00 from booth cost				
_____ Temporary Reno Business License Fee			=	\$15.50 -or-
_____ Send a copy of your current Reno Business License			=	_____ Lic. #
Add \$10 for electricity (very limited)			=	_____
TOTAL AMOUNT			=	_____

Other than the 10 x 10 spaces, most have a bench included against the wall. The dimensions indicated are not useable floor space, but useable space.

Make checks payable to Kerak Shrine First Lady's Project. All proceeds associated with the faire will be donated to Shriner's Hospitals for Children. Charitable Tax ID is 362193608. Returned check fee is \$25.00. There will be NO REFUNDS after APRIL6.

REMEMBER TO ENCLOSE THE FOLLOWING WITH YOUR APPLICATION:

- Send 3 clear photos** of your crafts or products with a completed application.
- Send two stamps** (no envelope needed) to mail photos, confirmation and space assignment.
- Send Check** payable to Kerak Shrine First Lady's Project for total amount due.

I, _____, have read this information and agree to comply with all the requirements. **This is a contract.**

Print Name

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 to Support the Kids, c/o Karen Pabón, 215 Sutro Road, Dayton, Nevada 89403.

For information, call Karen Pabón at (775)722-4133; or contact by email: kjpabon@aol.com

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Publicity

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

The Application

Be sure to send a completed application, including preferences for space, two postage stamps, photos of crafts or products, and a **check payable to Kerak Shrine First Lady's Project**. If you have a current City of Reno Business License, send a copy 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 the \$15.50 fee for a temporary business license. We will pay this to the City of Reno on your behalf. **Food vendors must get permits from the health department.**

We will accept a LIMITED number of direct sales vendors like Mary Kay, Scentsy, etc., as well as collectibles.

Applications and payments are due by April 6. You will be notified by mail of your acceptance with the receipt and space location.

Tax information MUST BE turned in at the end of the show without fail from ALL vendors.

The signed application is a CONTRACT – you MUST comply with all requirements including turning in your tax packet at the end of the kraft faire.

Set Up

Set up will be Friday, April 20 from 3-7pm and/or Saturday April 21 from 8-8:45am. **Check-in at the Registration table and find your space location BEFORE unloading.** Crafters are responsible for bringing their own tables, chairs, and extension cords, if needed. Electrical outlets may be at a distance from your assigned area. Space boundaries will be strictly enforced. Canopy tops are not permitted. Please do not bring children in need supervision.

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 space locations and sizes. **Spaces are assigned on a first-come, first-paid basis with the completed application.** We reserve the right to place you and do attempt to assign space of similar crafts away from one another.

Cancellation Policy

Cancellations received in writing by **April 6** will be refunded. No refund requests will be processed after this date. If you have reserved a space and will be unable to participate, we would appreciate a prompt notification.

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