



NorthEast Christian Church
990 Star Shoot Parkway
Lexington KY 40509
859.299.1251 x220

January 31, 2020

Dear Crafter,

NorthEast Christian Church Women's Ministries is excited for our 9th annual Arts and Crafts Fair on **Saturday, April 25, 2020 from 10:00am to 3:00pm.**

On the next page you will find an application to rent a space. Please **bring your own tables and chairs**. Booth fees are \$25.00 (per space) for crafter and \$50.00 for commercial vendors. **Electrical outlet requests will be an additional \$5.00.**

****Note to Commercial Vendors:**

- 1. One Vendor from each business will be allowed.**
- 2. The First registration with check will confirm that vendor.**
- 3. Each vendor must register separately and will not be permitted to share a booth with another commercial vendor****

Below is a list of guidelines to be followed by all crafters. If you have any questions about the Arts and Crafts Fair please contact Pat at **859-299-1251 x 220** or email **artsandcrafts@ncclex.org**

Guidelines:

- **Registration Forms will not be accepted without payment**
- Booths must be set up and **ready to go by 9:30am** Saturday Morning. You are welcome to set up your booth on **Friday April 24th between 3:00 and 7:00pm**. We are not responsible for items left overnight. **Doors open at 8:00am on Saturday morning for set up.**
- Booths cannot be dismantled before the close of the Fair at 3:00pm on Saturday.
- Each booth will be responsible for collecting payment of items sold.
- Free coffee and donuts for vendors on Saturday morning.
- Breakfast and lunch will be available for purchase.
- Please consider donating an item to our Silent Auction to benefit Women's Ministries.

Thank you! We look forward to seeing you at the Arts and Crafts Fair.

Pat Rohach, *NorthEast Christian Women's Ministries*

Please make a copy of this form.

This form along with your cleared check is your **Receipt for Registration**

You will receive a confirmation email when your check and forms are received.

NorthEast Christian Church Craft Fair Application

Saturday, April 25, 2020 - 10:00am – 3:00pm

Individual Craft Booth Application

Please enclose your fee with this application. Make checks payable to: **NCC Women's Ministries.**

Application Deadline, **April 13, 2020** Placement is based on the order in which forms with payment are received.

If space is available, applications may be accepted after this date.

Please return this completed application and the appropriate booth rental fees to:

NorthEast Christian Church

Attn: Pat Rohach

990 Star Shoot Pkwy

Lexington, KY 40509

Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Please Select One:

_____ One 10'x10' Booth = **\$25**

_____ One 4'x12' Booth = **\$25**
with 12' wall space and power included **provide your own extension cord** (limited number)

_____ Two 10'x10' Booths = **\$50**

_____ Two 4'x12' Booths = **\$25**
with 12' wall space and power included **provide your own extension cord** (limited number)

_____ One 10'x10' Booth for Commercial Vendor (Pampered Chef, Arbonne, etc) = **\$50**

_____ Electrical Outlet (You will need to **provide your own extension cord**) = **\$5**

Briefly describe the crafts you will be bringing. **If you are a commercial vendor, please include the name of the product line you are selling.** (Scentsy, Young Living, Origami Owl, etc)