VENDOR REGISTRATION/AGREEMENT TERMS

1. We are accepting Craft Vendor Registration/Agreement Reservations. Registration fee is $25 for an approximate 10’ x 6’ space which includes an 8’ table. We will try to accommodate all setups, if a table is not needed for your space, please indicated on 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 a 20’ x 6’ and cannot be shared by two separate vendors.

2. All Fees must be submitted at the time of registration. Registration form must be submitted no later than 4:00 PM on Monday, September 25, 2017. All spaces are on a first come - first reserved basis.

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.

5. St. Joseph Church will sell food from our kitchen as well as a 50/50 raffle.

6. We ask each craft vendor to donate one item of their choice to St. Joseph for the Chinese auction.

7. All craft vendor registration proceeds to benefit the up-keeping of St. Joseph Church.

8. 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 30, 2017.

2. Set up times are available from 6:00 - 8:00 PM, Friday, September 29 and the day of from 7:30 - 8:45 AM. THERE ARE NO EXCEPTIONS 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.
   - Friday, you may unload at the door closest to your table (Case Ave. Entrance or Clepper side entrance). Case Avenue entrance does have an elevator for your convenience, however, please DO NOT park on the slate patio.
   - Day of show, 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.

6. This is a ‘Craft Show’, crafts presented must be at least 50% handcrafted. In all fairness to crafters, retail vendors are limited and can register after August 28, 2017.
CRAFT VENDOR REGISTRATION AGREEMENT APPLICATION
PLEASE RETURN BY 4:00 PM ON MONDAY, SEPTEMBER 25, 2017

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 first come-first reserved basis.
- Please fill out each line below, initial and sign.
- No refund for cancellation.

Name _____________________________________________  Vendor Name (if applicable)______________________________________

Address ________________________________________________________________________________  
________________________________________________________________________

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 Vendor Registration/Agreement Terms, Set Up/ Times of Operation Terms, and Guidelines for Craft Vendor Terms and fully understand all guidelines & terms and agree to abide by the rules set forth by the Craft Show Committee. 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# ____________________