

Elk Valley Crafters Association Christmas Craft Show  
November 9 & 10, 2019  
Saturday 9:00 am -5:00 pm AND Sunday 10:00 am – 4:00 pm

Read Show Rules carefully! Complete this application and return with payment.

Name: \_\_\_\_\_ Business Name (if applicable) \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ email address: \_\_\_\_\_

Craft and items being displayed: \_\_\_\_\_

**Please submit photos of your products and a list products you will be selling.**

**No flea market items or direct sales permitted. If you have non-handmade items in your booth you will be asked to remove them and could be asked to leave the show. You will forfeit your booth fee.**

Booth Fee is \$60.00 and electricity is \$15.00  
Late fee is \$25.00 after Entry Deadline  
Food Vendors must provide own power outside.

Number of Booth(s) required \_\_\_\_\_ Electricity \_\_\_\_\_

Total Paid \_\_\_\_\_ Check # \_\_\_\_\_

I have read and fully understand all the show rules and regulations as set forth and agree to abide by all parts of this contract. I relieve Lincoln County High School and Elk Valley Crafters Association of all liabilities.

Make Checks payable to: EVCA and  
Mail to: EVCA, P.O. BOX 373, FAYETTEVILLE, TN 37334

Payment must accompany your signed application and show rules.  
\$10.00 handling fee on all cancellations. There will be NO refunds on cancellations made within 30 days prior to the show.  
Returned check fee is \$30.00.

All applications will be reviewed and notification of acceptance will be made by e-mail. Checks will be deposited and if not accepted, deposit will be refunded with an Elk Valley Crafters Association Check.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### SHOW RULES

#### **PLEASE KEEP FOR YOUR RECORDS**

Effective January 2019

- **All work must be original, finished and produced by the Craftsmen. No flea market items or no direct sales. If you have non-handmade items in your booth you will be asked to remove them and could be asked to leave the show. You will forfeit your booth fee.**
- Early application does not necessarily mean acceptance into the show. First come, first serve. There will be no reserving booths for the show. There is no guarantee of setting up in the same space each show but we will do our best to accommodate if possible.
- No set-up will be allowed for anyone until the appointed time. NO EXCEPTIONS. We are using the Lincoln County High School facilities and must work around school activities.

- Craftsmen must register with the Show Committee before setting up. The Show Committee will be located in the Commons Area. Packets will be available for you at this time. Crafters and their representatives should wear their badges during the show.
- Each craftsmen must furnish their own display equipment and accessories, including electrical cords. Tables should be draped to the floor on all sides. Backdrops and displayed items shall not exceed a maximum of 8' high and must be finished front and back. Each craftsmen will stay within the allotted space including provision for entrance and exit. This applies to overhanging exhibits as well.
- No tents allowed.
- Unprofessional conduct and/or failure to comply with Show Rules are just cause for removal from the show.
- Trash pickup and space cleanup is the responsibility of the craftsmen.
- When using stains, paints, etc. a protective covering must be placed on the floors, under and around work. No paint or other materials may be sprayed during the show.
- No open flames or candles are allowed by order of Fayetteville Fire Marshall.
- No dismantling or packing of merchandise prior to show closing. Any exhibitor in violation, will be banned from future shows for a period of two years or four shows.
- Lincoln County TN sales tax rate is 9.5%. Collecting and reporting is the responsibility of the exhibitor.
- Lincoln County High School and Elk Valley Crafters Association will not be held responsible for loss or damage of any kind.
- No photography allowed, other than your own booth. An EVCA representative may take pictures, but will need your permission.
- Smoking is prohibited on school grounds.
- Booth space is limited to four per person/business.
- A signed copy of the Show Rules must accompany each Show Application.

#### PARKING

- Vehicles are not allowed on the sidewalks at any time.
- Once unloaded, craftsmen should move their vehicle to the south parking lot or area away from the loading area.

#### FEES

- Only one craftsman is allowed to sell/display per booth. If more than one craftsmen is displaying there is a \$25 fee.
- Late fees are due after the Entry Deadline.
  - Spring Show deadline is February 15<sup>th</sup> – Late fee is \$15.00
  - Christmas Show deadline is October 15<sup>th</sup> – Late fee is \$25.00
- \$10.00 handling fee on all cancellations. There will be NO refunds on cancellations made within 30 days prior to the show.
- \$30.00 returned check fee.

Questions?

Contact: Sandra Sanders [256-828-0639](tel:256-828-0639)