



Soroptimist Creative Craft Fair

Saturday, November 30, 2019

Park County Fairgrounds in Powell, Wyoming

*Sponsored by Soroptimist
International of Powell*
www.SIPowellCraftFair.com



SOROPTIMIST
Best for Women®

August 2019

Attention Prospective Craft Fair Vendors:

To carry on the LOVE OF CRAFTING, we are proud to be the sponsor for this long running and successful craft fair on the Saturday after Thanksgiving! *We invite you to join us!*

CRAFT FAIR FACILITIES:

- Exhibit Hall Heart Mountain Hall (big building)
- Homesteader Hall (smaller building)

REMINDERS:

- 1) **APPLICATION DATE: Begins SEPT. 1, 2019**
Applications postmarked or submitted online prior to this date will not be considered.
- 2) **Availability & assignment of vendor space is assigned on a first-received basis** (by envelope date stamp or online submission) of your completed contract, release form & full payment (online applicants, bring your completed release form with you).
- 3) **ALL vendors & ALL helpers must sign the Release Form.** If they sit at your table or space, their signature(s) must be on the release form.
- 4) **\$60.00 per table/space.** *Spaces go quickly!*
- 5) Spaces are approximately 8' wide to 10' deep (one table only per each space).
- 6) Further information will be provided with your space/table confirmation.
- 7) **Bring an ample amount of change.** Crafters having a sales tax number will be responsible for collecting and reporting their sales tax.
- 8) Get additional contracts or apply & pay online on our website at www.SIPowellcraftfair.com or contact one of our members listed below:

Donna: 307-321-5148 or 307-754-3271

Linda: 858-361-4765

Soroptimist Creative Craft Fair

VENDOR INFORMATION SHEET & RULES

THIS AGREEMENT IS BETWEEN SOROPTIMIST INTERNATIONAL OF POWELL
A NON-PROFIT ORGANIZATION, AND THE NAMED CRAFTER.

WITNESSETH;

A. LIABILITIES: The crafter (hereinafter referred to as “crafter”, “vendor”) and crafter’s helpers agree to indemnify and hold harmless Soroptimist International of Powell, its agents and Servants, from any and all liabilities arising out of the use and occupancy of its premises, parking lots, and the Park County Fairgrounds equipment. Furthermore, Soroptimist International of Powell shall not be held responsible or liable for any theft, loss, or accidents that may befall a crafter or any of the crafter’s helpers or entourage during the crafter’s occupancy of the space or during loading and unloading.

B. RIGHTS: Soroptimist International of Powell (hereinafter referred to as the “Craft Fair Committee”) and its representatives reserve the right to refuse space rental to craft fair applicants as deemed necessary.

C. VENDOR SPACE & SPECIAL REQUESTS: Size and placement of vendor table/space is entirely up to the Craft Fair Committee. Hand-crafters will be given preference of space should the need arise. They will locate each crafter to the best of their ability in the space they feel will be best for all purposes. Special requests and preferences will be considered, but CANNOT BE GUARANTEED (i.e.: electrical outlets, located in a corner, by a door, etc.).

D. THE RULES - The Craft Fair Committee will be circulating in order to maintain the following rules:

1. **No crafter shall sublet or change names on the table space allotted** without the knowledge and consent of the Craft Fair Committee. Doing so renders this contract null and void.
2. **No refunds after November 4, 2019.** No reimbursement for unclaimed table(s). Unclaimed tables constitute non-eligibility for the next Craft Fair, unless a valid reason is established with the Craft Fair Committee.
3. **2019 - CRAFTER’S SETUP TIMES:**
Fri. Nov. 29 3:00 p.m. - 7:00 p.m.
Sat. Nov. 30 7:30 a.m. – 8:45 a.m.
4. **2019 - CRAFT FAIR OPEN TO PUBLIC:**
Sat. Nov. 30 9:00 a.m. to 3:00 p.m.
(sometimes shoppers come earlier so be prepared!)
5. **Vendors may not break down their space before 3:00 p.m.**
6. **CRAFTER CHECK-IN:** A Soroptimist member will come by your table to check you in.
7. **VENDOR SPACE CONFIRMATION:** Confirmation of contract will be sent by EMAIL (or by mail if no email is available). All confirmed spaces/tables will be held for your arrival until 10:00 a.m. on the day of the Craft Fair. Spaces/tables will be given to other crafters at that time. (Bad weather will be taken into consideration.)
8. **TABLES, DISPLAYS & WALLS:** A cloth or sheet is advisable to cover your vendor table(s) to show off your products. Crafters must provide their own pegboard, racks or shelving. No items may be attached to the walls of either building.

9. **PARKING/UNLOADING:** After unloading, please park your vehicles in the parking areas north and west of the buildings. This leaves the larger front parking area for your customers.

The Craft Fair Committee will be on hand to assist crafters with any issues that may arise.

FOOD CONCESSIONS: There will be food concessions available for crafters and shoppers with tables and chairs in designated eating areas.

VENDOR WEBSITE PERK!

All confirmed vendors will be given the opportunity to promote their table/space on the Soroptimist Creative Craft Fair website by uploading a logo (optional), photos of your products and a general description. You will be sent more information, directions and log-in information by email no later than Nov. 4, 2019.

Visit our website:

www.SIPowellCraftFair.com

Like us on Facebook:

www.facebook.com/sipowellcraftfair

APPLICATION DATE: Begins SEPT. 1, 2019

(Applications postmarked or submitted online prior to this date will not be considered.)

VENDOR CONFIRMATION: A letter confirming your application acceptance will be sent to you, along with any additional information we may need to convey to you, **no later than Nov. 4, 2019.**

LOCATION of Soroptimist Creative Craft Fair:

Park County Fairgrounds
655 East 5th Street
Powell, WY 82435

Return completed & signed Contract, signed Release Form and full payment to:

Soroptimist International of Powell
P.O. Box 66
Powell, WY 82435
Please make checks or money order payable to "Soroptimist International of Powell"

****DO NOT SEND CONTRACT AND PAYMENT TO THE FAIRGROUNDS!****

2019 CONTRACT • Soroptimist Creative Craft Fair

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Phone 2 (optional): _____

NEW! Do you want to promote yourself on our website? CIRCLE ONE : YES / NO

Email: _____ *Your email will not be shared.*

An Email Address is Required for Vendor Promotion Log-in on our website.

By providing your email address you are giving Soroptimist Creative Craft Fair permission to add you to their eNews/email list to receive general email notifications regarding the Craft Fair.

Enter Quantity of space(s) to purchase:

_____	One space with one table	\$60
_____	Two spaces with two tables	\$120
_____	Three spaces with three tables	\$180 (if available)
_____	One space with NO table	\$60
_____	Two spaces with NO tables	\$120
_____	Three spaces with NO tables	\$180 (if available)
_____	Outside space with NO table	\$60

Vendor Type: CIRCLE ONE : “Handcrafted” only / “Home-based + handcrafted”

Special Requests: (to be considered, but not guaranteed, i.e.: building choice, same space as previous year, etc.)

Items to be sold: (brief description – if home-based, also list product brand names here)

Signature: _____ Date: _____

2019 RELEASE FORM • Soroptimist Creative Craft Fair

RELEASE AND WAIVER OF LIABILITY AND INDEMNITY AGREEMENT FORM

This is an agreement between Soroptimist International of Powell, a non-profit organization, and the above named crafter:

Witnesseth:

The crafter (hereinafter referred to as “crafter”, “vendor”) and crafter’s helpers agree to indemnify and hold harmless Soroptimist International of Powell, its agents and Servants, from any and all liabilities arising out of the use and occupancy of its premises, parking lots, and the Park County Fairgrounds equipment. Furthermore, Soroptimist International of Powell shall not be held responsible or liable for any theft, loss, or accidents that may befall a crafter or any of the crafter’s helpers or entourage during the crafter’s occupancy of the space.

The undersigned has read and voluntarily signed the release and waiver of liability and indemnity agreement, and further agrees that no oral representations, statements, or inducements apart from the foregoing written agreement have been made.

I have read this document and I understand it is a release of ALL claims. I voluntarily sign my name, evidencing my acceptance of the above provisions.

Signature(s) of ALL vendors and helpers of table/space REQUIRED:

Signature: _____ Date: _____

Signature: _____ Date: _____

Signature: _____ Date: _____

Signature: _____ Date: _____

APPLICATION DATE: Begins SEPT. 1, 2019

Applications postmarked or submitted online prior to the application date will not be considered.

VENDOR SUBMISSION CHECKLIST:

- **Payment in full** in the form of a check or money order for your space/table fee, payable to *Soroptimist International of Powell*
- **Completed & Signed Contract Form**
- **Signed Release Form**
- **Mail to the Craft Fair Committee on the application date or after to:**
Soroptimist International of Powell
P.O. Box 66
Powell, WY 82435

****DO NOT SEND CONTRACT AND PAYMENT TO THE FAIRGROUNDS!****