

The following information should be read and completed in full before being turned in to register as an exhibitor.

### **Rules and Regulations for Exhibitors**

The following are rules and regulations that all vendors, crafters, and/or exhibitor's (referred to as "exhibitors" going forward) must follow at all times. Failure to follow these rules and regulations will result in your suspension from the craft fair (referred to as the event going forward) and/or removal from the event or Christ Indianapolis United Methodist Church (referred to as "the facility" going forward)

1. Exhibitor setup is from 6:00PM until 8:00PM on Friday, October 19, 2018. Exhibitor check-in is at 6:00PM and you will be given your booth space at that time. Exhibitors who fail to show up at the required time may be removed from the event and booth space given to another exhibitor.
2. The selling area will be secured to the best of the ability of Christ Indianapolis United Methodist Church; however, exhibitors are liable for the items in their booth.
3. Public hours of the event are 9:00AM until 3:00 PM on Saturday, October 20, 2018. Exhibitors will be allowed to enter the selling area at 7:30AM. Exhibitors are not permitted to tear down prior to 3:00 PM. There should be no late arrivals or early departures.
4. Donation for booth reservation:
  - a. a. 10'x8'space---\$30.00
  - b. b. Hall Space (table width with two chairs behind approximately 8'x4') ---\$20.00
  - c. c. There is an additional recommended donation of \$5.00 for use of electricity or table
  - d. d. All payment received is non-refundable.
5. Exhibitors are to be confined to the booth space and cannot encroach their items, booth or personal belongings into walkways, hallways and/or doorways.
6. Only service animals are permitted inside the facility at any time.
7. No camping is permitted on grounds at anytime.
8. Exhibitors are responsible for their own setup and tear down. Tables and chairs will be setup at your space, if indicated on this registration form. If you would like to bring your own tables and/or chairs, please note that on your registration form.
9. Items owned by Christ Indianapolis United Methodist Church are not to leave the event space at any time.
10. No tape, except blue painters tape and/or masking tape, is to be affixed to any wall, surface and/or floor at any time. Thumb tacks are not permitted on any wall and/or table for any reason. You may cover your table with a skirt or tablecloth. It is recommended that if you must affix things to a wall you do so with command strips so that they can be easily removed after the event.

**2018 Christ Indianapolis United Methodist Church**  
**Craft Fair Exhibitor Registration**  
**Event Date: October 20, 2018**

11. Nothing is to be sold at the event, nor is anything permitted inside the facility that promotes violence, firearms, drug use, use of alcohol, gambling, pornography, and/or use of tobacco. Christ Indianapolis United Methodist Church representatives reserve the right to remove items that violate the Book of Discipline from being sold within the facility.
12. Exhibitors are to comply with the tax regulations of the State of Indiana. Exhibitors are responsible for collecting and submitting such documentation if necessary.
13. There is no smoking on the property of Christ Indianapolis United Methodist Church.
14. Vehicles should be parked within defined spaces only. Vehicles are not to be parked against the building except for loading and unloading. Vehicles are not to be left in the parking area overnight unless prior arrangements have been made with the staff of Christ Indianapolis United Methodist Church.
15. Safety and security is the number one priority of Christ Indianapolis United Methodist Church, therefore certain areas of the building will be locked or have restricted access.
16. Nothing is to be within 18" of the ceiling at any time per fire code.
17. Exhibitors are responsible for discarding trash and cleaning their area at the completion of the event.
18. Prices are to be clearly marked during the entire event.
19. At this time, there is no WIFI or public internet access available during the event. We are working to provide this amenity for vendors, however there is no guarantee.
20. There is to be only one business per space; spaces may not be sublet or shared without prior approval and/or authorization from event staff.
21. Items cannot be purchased and resold at the event; items must be predominantly handmade or part of an independent sales company.
22. No political campaigns are permitted to have space at the event
23. Exhibitor agrees to indemnify and hold harmless Christ Indianapolis United Methodist Church, its staff, Board of Trustees, volunteers, etc. against any loss, expense, damages, claims, causes of action, injuries, suits or damages, suits to person or property, including attorney fees, a rising out of or related to the operation of the exhibitors a Christ Indianapolis United Methodist Church.
24. Christ Indianapolis United Methodist Church reserves the right to refuse service to persons who refuse to abide by the rules and regulations above. Christ Indianapolis United Methodist Church also reserves the right to limit exhibitors based on the items that are to be sold by the exhibitor.

**Commercial Products Statement:** Independent consultant type vendors will be permitted to participate. However, in order to avoid multiple exhibitors selling the same products, Christ Indianapolis United Methodist Church reserves the right to refuse those who sell like and/or same products such as Pampered Chef, Thirty One, Avon, Mary Kay, etc. Space reservation will be made on first come, first served basis.

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Please complete the following forms and return them by mail with donation enclosed to:

Christ Indianapolis United Methodist  
Attn: Church Craft Fair Registration  
8540 U.S. 31 South Indianapolis, IN 46227

**Exhibitor Information:**

Exhibitor Name(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Website (if applicable): \_\_\_\_\_

Facebook Page (if applicable): \_\_\_\_\_

**Product Information:**

Types of Products being sold:

Fine Arts  Clothing  Local Artist  Homemade Crafts  Pottery  Food  Books  Jewelry  
 Sewing  Cards  Woodworking  Other \_\_\_\_\_

Commercial Products (i.e. Pampered Chef, ThirtyOne, Scentsy, etc.)

Company Name: \_\_\_\_\_

Please give a brief description of the items you plan to sell, you may also submit photos:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***Would you be will to contribute an item for our silent auction which will take place during the event? Funds raised will be supporting our Guatemala Mission Trip.***

Yes  No

(Items for auction are to be dropped off by 8:00 AM on Saturday, October 20.)

**Booth Information:**

Space is limited—therefore we have sectioned off parts of the building into the following sizes:

- 10'x8' space---\$30.00
- Hall Space (8'x4') ---\$20.00
- We are asking for an additional donation of \$5.00 for use of electricity and/or use of table.
- Chairs will be provided.
- PAYMENT IS NOT REFUNDABLE FOR ANY REASON

**I will need the following spaces:**

\_\_\_ 10'x8' space \$30.00

\_\_\_ Hallway Space (8'x4') \$20.00

\_\_\_ one 6' or 8' table \$5.00 OR \_\_\_ will be bringing my own table \_\_\_ # of chairs needed

Does your booth require electricity? \_\_\_ YES (add \$5.00) \_\_\_ NO

**Payment Information:**

Payments are accepted by cash or checks made payable to Indianapolis Christ United Methodist Church.

Total Payment: \$\_\_\_\_\_

Payment Method: \_\_\_ Cash \_\_\_ Check (please record check number\_\_\_\_\_)

**For your application to be fully submitted, the following must be included:**

\_\_\_ Read the "Rules and Regulations" document enclosed in this packet

\_\_\_ Complete the "Registration Form" in full and mail, along with payment, to Indianapolis Christ UMC

\_\_\_ LIKE us on Facebook for updates for the event

(Christ United Methodist Church---Indianapolis)

By signing below, I, the exhibitor, designee, and/or representative agree to follow all listed rules and regulations listed above in numbers 1-24 including the indemnification clause:

\_\_\_\_\_

Signature of Exhibitor

\_\_\_\_\_

Date Signed

Registration Deadline: **October 1, 2018**