

The following information should be read and completed in its entirety 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) by volunteers, staff, or directors (referred to as "event staff" going forward) of the event

1. Exhibitor setup is from 6:00PM until 8:00PM on Friday, September 30, 2022. Exhibitor check-in starts at 6:00PM and you will be given your booth space at that time. Exhibitors who fail to show up during that period may be removed from the event and booth space given to another exhibitor. If you are unable to attend check-in at the date and time above you should make prior arrangements with event staff.
2. The selling area will be secured to the best of the ability of event staff; 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 1, 2022. 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. Large Space – 10' x 8' space---\$35.00
 - b. Hall Space (table width with two chairs behind approximately 8'x4') ---\$25.00
 - c. There is an additional recommended donation of \$5.00 for use of electricity
 - d. There is an additional recommended donation of \$5.00 for use of a table owned by the facility.
 - e. All payment received is **non-refundable**.
5. Exhibitors are to be confined to the assigned booth space and cannot encroach their items, booth or personal belongings into other booth space, walkways, hallways and/or doorways.
6. Only service animals are permitted inside the facility at any time.
7. No camping is permitted on the grounds at any time.
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 the facility 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.

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Craft Fair Exhibitor Registration

Event Date: October 1, 2022

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. Event staff and/or representatives reserve the right to remove items that violate the United Methodist Church 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 facility property.
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 event staff.
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. Password protected WiFi is available however the strength and/or availability is not guaranteed. Exhibitors should not depend on facility internet services and should make other arrangements for payment.
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 per IRS regulations.
23. Exhibitor listed on these forms agree 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, arising 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.

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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.

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, Thirty-One, 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 1.)

*****RETURN ONLY THIS FORM WITH YOUR PAYMENT*****

Booth Information:

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

- a. Large Space – 10' x 8' space---\$35.00
- b. Hall Space (table width with two chairs behind approximately 8'x4') ---\$25.00
- c. There is an additional recommended donation of \$5.00 for use of electricity
- d. There is an additional recommended donation of \$5.00 for use of a table owned by Christ Indianapolis United Methodist Church
- e. All payment received is **non-refundable**.

I will need the following spaces:

___ 10'x8' space \$35.00

___ Hallway Space (8'x4') \$25.00

___ one 6' or 8' table (add \$5.00) OR ___ will be bringing my own table and I will need ___ number of chairs

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

Payment Information:

Payments are accepted by cash or checks made payable to Christ Indianapolis United Methodist Church. Please record "Craft Fair Registration" in the memo line.

Total Payment: \$ _____

Payment Method: ___ Cash ___ Check (please record check number _____)

For your application to be submitted, the following must be initialed:

___ 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: **September 1, 2022**

*****RETURN ONLY THIS FORM WITH YOUR PAYMENT*****