

38th Annual Buttons 'n Bows Arts & Crafts Fair Application

Sponsored by the Manhattan Catholic Schools Parent/Teacher Organization, 306, 220, and 210 S. Juliette Ave, Manhattan, KS 66502, Saturday, **November 10, 2018**, 8:30am-4:30pm

Please type or print:

Date: _____

NAME _____ PHONE# _____ CELL# _____

ADDRESS _____ CITY _____ ST _____ ZIP _____

E-MAIL ADDRESS _____ ARE STEPS A PROBLEM? _____

CRAFT DESCRIPTION _____

PREFERRED LOCATION REQUEST _____

Notice: The Buttons 'n Bows Board reserve the rights to assign final booth location, and it could be different than your previous location. Booth positions are not guaranteed upon early registration. _____ ***** (initial required for acknowledgement)**

FEES:	Postmark BY AUGUST 31	Postmark SEPT. 1 st & AFTER
	\$80 - Inside Booth = 9' x 5'	\$90 - Inside Booth = 9' x 5'
	\$50 - Outside Booth = 10' x 10' (no chairs, table or electric provided)	\$65 - Outside Booth = 10' x 10' (no chairs, table or electric provided)
	\$215 - Entire Classroom * North wing (small room)	\$230 - Entire Classroom * North wing (small room)
	\$280 - Entire Classroom * East wing (large room)	\$295 - Entire Classroom * East wing (large room)
	\$10 - Electricity	\$15 - Electricity (Not available for outside booths/ No requests on day of fair)
	\$20 - 6' Table (reserved with booth only)	\$25 - 6' Table (\$35 requested on-site) (reserved with booth only)

_____ Total *Crafters requesting an entire classroom must have approval by Buttons 'n Bow Board. Crafters who have not exhibited with us before agree to submit a photo of their work with the contract/application. Digital prints on copy paper is preferred. The photos will not be returned.

By signing below, I acknowledge that I have read and understood this application, and agree to abide by all the rules including selling **only my original handcrafted work. No buy/sell, factory, imported, mass produced, wholesale or readymade items may be sold. No food vendors**, with the exception of Kettle Corn Popcorn. **No raffles.** I understand that violations may result in ejection from the show and/or elimination from future shows. I understand that Seven Dolers Church, Manhattan Catholic Schools, MCS Parent Teachers Organization, Buttons 'n Bows Arts & Crafts Fair, its association, directors, along with any paid personnel and volunteers of the fair are in no way responsible for any loss, damage to property, or personal injury of any kind, and I hereby release those entities and individuals from any liability connected to my participation in the 2018 Buttons 'n Bows Craft Fair. A handling fee of \$20 is kept if cancellation is received in written note by August 31, 2018. I understand there are no refunds September 1, 2018, regardless of weather. **I also agree that my booth will remain open for business from 8:30 AM - 4:30 PM and I will NOT begin to tear down until 4:30 PM.**

Crafter's Signature _____ Date _____

Additional Crafters _____

Sign and return with your fee made payable to: **MCS Buttons 'n Bows, c/o Manhattan Catholic Schools 306 S. Juliette Ave; Manhattan, KS 66502. Email questions: buttonsnbows50@gmail.com. Your cancelled check is your notification and receipt of acceptance to our fair. Assigned booth location will be communicated via e-mail or mail 2 weeks prior to the fair. Please make a copy of this contract for your records.** Set up time for booths will be Friday, November 9, 3-6 PM and Saturday, November 10, 6:00-8:15 AM. Information booths will be open during set up times. Nothing may be attached to the walls. **Extension cords will not be provided; please supply your own along with tape to secure the cords.** Crafters agree to have someone operating their booth at all times. When the fair is over vendors must vacate the building by 5:30 PM. **NO SMOKING** in the buildings. Breakfast and lunch may be purchased on Saturday. Crafters agree to assume full responsibility for loss or damage to their person or works. Reporting of sales tax collected will be the responsibility of the crafters.

Office use only

Date Received _____ Total enclosed \$ _____ Assigned Location Confirmed _____