

## 40th 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 14, 2020**, 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 REQUESTS \_\_\_\_\_

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

FEES:	POSTMARK BY AUGUST 31	POSTMARK SEPT. 1 <sup>ST</sup> & AFTER
	\$80-Inside Booth- 9' x 5'	\$95 - 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)
	\$230- Entire Classroom North wing (small room)	\$245 - Entire Classroom North wing (small room)
	\$295- Entire Classroom East wing (large room)	\$310 - Entire Classroom East Wing (large room)
	\$10 - Electricity (Not available outside booths/No requests day of fair.)	\$15 - Electricity (Not available for outside booths/ No request on day of fair)
	\$20 - 6' Table (only available only with booth rent.)	\$35 - 6' Table (\$50 requested on site) (available only with booth rent.)

**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. Photos will not be returned.**

By signing below, I acknowledge that I have read and understand 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 Dolores 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 2020 Buttons 'n Bows Craft Fair. A handling fee of \$20 is kept if cancellation is received in written note by August 31, 2020. I understand there are no refunds September 1, 2020, 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 13, 3-6 PM and Saturday, November 14, 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 \_\_\_\_\_