

Mingus View Presbyterian Church  
**2018 CRAFT FAIR APPLICATION**

**APPLICATION DEADLINE SEPTEMBER 15, 2018**

**FAIR: NOVEMBER 16, 2018 9:00 AM – 3:00 PM & NOVEMBER 17, 2018 9:00 AM – 2:00 PM**

APPLICANT INFORMATION

Date:	Phone (1):	Phone (2):
Name:		
Current address:		
City:	State:	ZIP Code:
Best Time To Contact:	<input type="checkbox"/> After 8:00 AM Before 5:00 PM <input type="checkbox"/> After 5:00 PM Before 7:00 PM <input type="checkbox"/> After _____ Before _____	VIA: <input type="checkbox"/> Phone <input type="checkbox"/> Text <input type="checkbox"/> EMAIL
Number of Spaces:	<input type="checkbox"/> Inside <input type="checkbox"/> Outside	Per Space Cost: <b>Add \$25.00</b>
Electric Needed <input type="checkbox"/> Yes <input type="checkbox"/> No		Electric: <b>Add \$5.00</b>
Contact Email:		
Type of Product:		
Website: (Advertisement Purposes Only)		

FINAL APPLICATION FEE

Each space requested is \$25.00. Electricity fee is a one-time charge per applicant if needed.

Space Fee:	\$
Electric Fee:	\$
Total Fees to be submitted:	\$

**Application Type**

Crafter (Handmade Seller)  Service Provider  Retail Seller (Business Products)  Vender (Food, Beverage, etc.)

APPLICATION ACCEPTED

<p><b>E – Mail:</b>  <a href="mailto:edv.mvcraftchair@gmail.com">edv.mvcraftchair@gmail.com</a>          You may email your application to the above address and then please submit your payment to the address on the right or in person. <b>NO application is accepted until payment has been received.</b></p>	<p><b>Mail:</b>          Mingus View Presbyterian Church          Attention: Edward Vanlue          8340 E Leigh Drive          Prescott Valley, AZ 86304</p>	<p><i>When mailing please attach check or money order made payable to Mingus View Presbyterian Church. Memo lines indicate 2018 Craft Fair.</i></p> <p><i>Contact our Craft Chair Edward Vanlue for any questions.          (928) 715 - 2280</i></p>
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APPLICATION PROCESS

Please complete the application form and return as soon as possible, however, no later than September 15, 2018. Fees are **NON – REFUNDABLE**. The application fee must be returned with the application form. Applications are accepted on a first come first served basis. Spaces are not guaranteed until completed application with fees is received and confirmed. **YOU WILL RECEIVE A CONFIRMATION**. If capacity is full when application is received you will be placed on a waiting list. Waiting list participants will receive refund if unable to participate in the event.

- Make note: This is a two day event. Your fee is for both days.
- Subletting your space after payment is not permitted.
- Be sure to mail a copy of this signed application with correct fees. (Cash is only accepted if paid in person)
- You are limited to the number of spaces you pay for. Please do not extend past your assigned spaces.
- You are responsible for your own set – up and tear down.

Signature of applicant:	Date:
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ACCOUNTING USE ONLY

Number of Spaces:	\$25.00 per space cost = \$ _____	Electricity Fee Paid = \$ _____	Total Fees Collected = \$ _____
Date Application Received:	Date Confirmation Notice Sent: _____	Deposit Payment Date: _____	Deposit Batch Number Included In: _____

**CRAFTER – VENDOR – SELLER  
IMPORTANT INFORMATION**

- The craft Fair will be on Friday, November 16, 2018 beginning at 9:00 a.m. and ending at 3:00 p.m.; Saturday November 17, 2018 beginning at 9:00 a.m. and ending at 2:00 p.m.
- Inside participants will be able to start set up Thursday, November 15, 2018 from 2:00 p.m. until 5:00 p.m. All participants must be set up and ready to go by 8:30 a.m. on both days. Outside vendors will need to use their discretion for set up and after hours as there will be no security available. Outside vendors will be required to provide their own tables and canopies for shade/protection.
- Space pricing is as follows: \$25.00 per space (table) if electric is needed, there will be an additional \$5.00 per applicant not per space.
- Vendors and/or Crafters and Sellers are asked to donate one item for an opportunity raffle. (We ask that the value be of at least \$15.00.)
- All Crafters/Vendors/Sellers are expected to clean their area upon tear down and completion of the Craft Fair.
- The spaces will be roughly a 4 X 6 area inside and 10 X 10 space outside.
- Once application is reviewed and accepted you will receive a confirmation by a committee member.
- All products will be displayed in a clean and neat manner.
- As a crafter/service provider/seller you are committing to both days of the Craft Fair.
- You are asked to maintain your space at all times.
  
- ***This page must be included with your application. Please initial as you have read this important information page. Thank you for being a vendor/crafter/seller at this year's Mingus View Presbyterian Craft Fair.***

Initial: \_\_\_\_\_