

ANNUAL ARTS & CRAFTS SHOW
Presented by
INDIANA UNIVERSITY KOKOMO STAFF COUNCIL

Place: **INDIANA UNIVERSITY KOKOMO**
IUK Staff Council c/o Tara Halbrook
2300 South Washington St
Kokomo, Indiana 46902

Date: Saturday, November 5, 2005
9:00 a.m. to 3:00 p.m.

Booth Rental: 10 x 10 ft. SPACE \$50.00 with or w/out tables
No refunds given after October 1, 2005

Attached you will find an application for IUK Staff Council's 14th Annual Juried Arts & Crafts Show. We have approximately 83 booths available in our show. A limited number of tables and chairs will be furnished on a first come/first served basis. All applications, including returning vendors, will be judged by a committee of Staff Council members and must be accompanied by a picture(s) of your craft(s). We reserve the right to limit the number of spaces in any particular craft category. Please remember to include an accurate description of your craft on the application. We are only accepting true hand-crafted items. The sale of candles, potpourri, clothing, etc., that are not hand-made or not contained in a hand-crafted item are prohibited.

Please return the completed application, pictures of your crafts, and a business size, self-addressed, stamped envelope to the name and address listed at the top of the application. **Please do not send any money with your application.** If your application is accepted, you will receive a confirmation letter which will indicate the amount you owe for the reservation of a booth(s). Participation in the 2004 show does not constitute automatic participation into the 2005 show.

Our show will be advertised in area newspapers and at various businesses. We will have the University's cafeteria open serving a variety of menu items throughout the day for the convenience of vendors and customers. We have ample parking space and plenty of room to move between booths. Each vendor is asked to donate one item from their booth as a door prize to further tempt the public to come and start their Christmas shopping at our high-quality show. Staff Council reserved the right to make necessary changes without prior notification. We also require that all tables be skirted.

Because of procedural changes vendors will not be able to sell any homemade food items without prior approval.

All proceeds from booth rental will go towards scholarships and university projects.

If you have any questions, please contact Tara Halbrook at (765) 455-9273 or Anna Chaplin at (765) 455-9368.

"The Trustees of Indiana University, Indiana University Kokomo and the IUK Staff Council are not responsible for any items left unattended."

**IUK Staff Council
Arts & Craft Show Application**

Indiana University Kokomo
C/O IUK Staff Council
ATTN: Tara Halbrook
PO Box 9003
Kokomo, IN 46904-9003
(765) 455-9273

For Staff Council Use Only	
Application Received:	_____
Booth#: _____	Amount Due: _____
Date Paid: _____	Check # _____
# of Table _____	# of Chairs _____
Electricity	_____

DATE: _____

*Name _____

*Address _____
(Please include city, state, and zip)

*Phone _____ (Please include area code)

*Email _____

Type of Craft(s) _____

No. of Tables (1) ___(2)___ No. of Chairs: _____ Electricity: Yes ___ No ___

Additional Comments: _____

We are providing Security & the building will be locked, however, IUK and Staff Council are not liable for lost or stolen items. By signing this application, you are agreeing to hold the University and Staff Council harmless.

Signature

Date

On behalf of IUK Staff Council, thank you for your interest in our Annual Arts and Crafts Show. We look forward to working with you.

Booth size is approximately 10 x 10. Please use the back of this application to sketch the layout of your booth. We use this information to help us place vendors in booths according to their display and set-up design.

**The information on this application will be kept strictly confidential.*