

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

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

Date: Saturday, November 6, 2010
9:00 a.m. to 3:00 p.m.

Booth 10 x 10 ft. SPACE
Rental: \$50.00 without tables
 \$55.00 with 1 table
 \$60.00 with 2 tables

NO REFUNDS GIVEN
AFTER OCTOBER 1, 2010

Attached you will find an application for the 19th Annual IUK Staff Council Arts & Crafts Show. We have approximately 90 booths for rental. A limited number of tables and chairs are also available. All applications, including returning vendors, will be juried by the Staff Council Arts & Craft Show Committee. **Participation in the 2009 show does not constitute automatic participation into the 2010 show.**

Your application 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.) Because of procedural changes, vendors will not be able to sell any homemade food items without prior approval. Staff Council reserves the right to make necessary changes without prior notification. **We also require that all tables be skirted. Trailers need to be parked near the parking garage. Set up time on Friday will be 5:30pm-9:00pm. No IU trademarks can be displayed on your crafts unless you have bought the IU license through Bloomington.**

Please mail the completed application, pictures of your items, 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 due for booth rental.

As in previous years, all proceeds from the IUK Staff Council Arts & Crafts show will go towards student scholarships and university projects. The Craft Show will be advertised in area newspapers and at various businesses. The University cafeteria will be opened for the duration of the Craft Show. IUK has ample parking spaces and plenty of room between each booth for convenience shopping. **Each vendor will be asked to donate one item from their booth as a prize to further attract the public.** Many customers begin their Christmas shopping at our Craft Show. **Please bring a can item the day of the craft show for our food drive for the Crisis Center.**

If you have any questions, please contact Cathy Archer at (765) 455-9426 or Gale Daggett at (765) 455-9411.

“The Trustees of Indiana University, Indiana University Kokomo and the IU Kokomo 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: Cathy Archer
PO Box 9003
Kokomo, IN 46904-9003
(765) 455-9426

PLEASE PRINT CLEARLY DATE:

**For Staff Council Use
Only**

Application
Received: _____
Booth#: _____ Amount
Due: _____
Date Paid: _____ Check

of Table _____ # of
Chairs _____
Electricity _____

*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 provide Security and 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 IU Kokomo 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.*