

20th 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 Street
Kokomo, IN 46902

Date: Saturday, November 5, 2011
9:00 a.m. to 3:00 p.m.

Booth: 10 x 10 ft. SPACE
\$50.00 without tables
(6 ft. and 8 ft tables available on first come first serve basis)
\$55.00 with 1 table
\$60.00 with 2 tables

NO REFUNDS
GIVEN AFTER
OCTOBER 1, 2011

Attached you will find an application for the 20th 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 return vendors, will be juried by the Staff Council Arts & Craft Show Committee. *(Participation in the 2010 show does not constitute automatic participation into the 2011 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 container/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 up to and including the day of the show without prior notification.**
- We require that all tables be skirted.
- Trailers need to be parked near the parking garage after unloading.
- Set up time on Friday will be 5:30 pm to 9:00 pm. ***No one will be allowed to set up before 5:30 p.m., so please do not come early.***
- **No IU trademarks can be displayed on your crafts unless you have purchased 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 include 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 open for the duration of the Craft Show. IUK has ample parking spaces and plenty of room between each booth for convenience in 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 canned good item the day of the craft show for our Crisis Center Food Drive.** Additional door-prize tickets will be given for **every** canned good donated.

If you have any questions, please contact Cathy Archer at (765) 455-9426 or Gail 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: _____

*Name _____

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

*Phone _____ (Please include area code)

*Email _____

Type of Craft(s) _____

No. of Tables (1) _____ (2) _____ **Please indicate your choice of 6 ft. and/or 8 ft. table(s)**

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.

Date _____

Signature _____

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.*