



**INDIANA UNIVERSITY
KOKOMO**

**22nd ANNUAL ARTS & CRAFTS SHOW
Presented by
IU Kokomo Staff Council**

All proceeds from the show go towards student scholarships and campus improvements

Place: **INDIANA UNIVERSITY KOKOMO**
Kelley Student Center
2300 South Washington Street
Main Bldg. KO127
Kokomo, Indiana 46902

Date: Saturday, November 2, 2013
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, 2013**

Attached you will find an application for the 22nd Annual IU Kokomo Staff Council Arts & Crafts Show. We have approximately 85 booths for rental. A limited number of tables and chairs are also available.

Please read:

- All applications, including returning vendors, will be juried by the Staff Council Arts & Craft Show Committee. Participation in the 2012 show does not constitute automatic participation into the 2013 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 sales 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 IU 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 or e-mail them to (new craft show e-mail address).
- **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.

The Craft Show will be advertised in area newspapers, on campus, and at various businesses. The University Cougar Cafe will be opened between 10:00am-2:00pm during the Show. IU Kokomo has ample parking spaces and plenty of room between each booth for easy shopping. **Each vendor will be asked to donate one item from their booth as a door prize.**

If you have any questions, please contact Linda Bielewicz at lbielewi@iuk.edu or Gail Daggett at (765) 455-9411.



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APPLICATION

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) ____ No. of Chairs: ____ Electricity: Yes ____ No ____

(Do you want 6ft or 8 ft. tables?) _____

Additional Comments:

IU Kokomo will provide security and the Kelley Student Center will be locked after hours. However, IU Kokomo Staff Council is not liable for lost or stolen items. By signing this application, you are agreeing not to hold the Trustees of Indiana University, Indiana University Kokomo and IU Kokomo Staff Council liable.

Signature *Date*

A 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.

Please mail your application to:

Indiana University Kokomo
c/o IUK Staff Council Arts and Crafts Show
Committee
ATTN: Gail Daggett
2300 South Washington Street
KO127
Kokomo, IN 46904-9003

For Staff Council Use Only:

Application Received: _____
Booth#: _____ **Amount Due:** _____
Date Paid: _____ **Check #** _____
of Table _____ **# of Chairs** _____
Electricity _____

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