



**INDIANA UNIVERSITY  
KOKOMO**

**23<sup>rd</sup> 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 1, 2014  
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, 2014**

Attached you will find an application for the 23rd Annual IU Kokomo Staff Council Arts & Crafts Show. We have more than 85 booths for rental. There are a limited number of tables and chairs available on a first come, first serve basis.

Please read:

- All applications, including returning vendors, will be juried by the Staff Council Arts & Craft Show Committee. Participation in the 2013 show does not constitute automatic participation into the 2014 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. Do not start unloading until that time.**
- No IU trademarks can be displayed on your crafts unless you have bought the IU license through IU Bloomington. **Any university trademarks (Purdue, Ball State, etc.) must have prior approval to use, and you must bring your license with you.**
- 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 Country Cafe will be opened between 8:00am-2:00pm during the Show. IU Kokomo has ample parking spaces and plenty of room between each booth for easy shopping.

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



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23rd ANNUAL ARTS & CRAFTS SHOW

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?) \_\_\_\_\_ (Booths 1-22 will receive 6 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 or  
e-mail them to gedagget@iuk.edu.

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