



**INDIANA UNIVERSITY
KOKOMO**

**24th 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
Kokomo, Indiana 46902

Date: Saturday, November 7, 2015
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, 2015**

Attached you will find an application for the 24th 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 2014 show does not constitute automatic participation into the 2015 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 bottom of the application or e-mail them to lmulkey@iuk.edu.
- **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.
- **We are reinstating our door prize drawing.** Be sure to have an item from your booth to donate as a door prize.

The Craft Show will be advertised in area newspapers, on campus, and at various businesses, on Facebook and Twitter. 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 or LeeAnn Salmons at lmulkey@iuk.edu.



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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?) _____ (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: LeeAnn Salmons
2300 South Washington Street
KC234
Kokomo, IN 46904-9003 or
e-mail them to lmulkey@iuk.edu.

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