



INDIANA UNIVERSITY
KOKOMO

25th 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 5, 2016
9:00 a.m. to 3:00 p.m.

Booth 10 x 10 ft. SPACE
Rental: \$60.00 without tables
 \$65.00 with 1 table
 \$70.00 with 2 tables

NO REFUNDS GIVEN
AFTER OCTOBER 1, 2016

Attached you will find an application for the 25th Annual IU Kokomo Staff Council Arts & Crafts Show. We have more than 80 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 2015 show does not constitute automatic participation into the 2016 show.
 - ALL APPLICATIONS RECEIVED ON OR BEFORE MAY 31 WILL BE GIVEN SPECIAL CONSIDERATION.
 - ALL APPLICATIONS RECEIVED AFTER JUNE 1 WILL GO INTO THE GENERAL JURIED POOL.
- **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. This can include “upcycled, repurposed, steam-punk, made shabby-chic items,” which means you have created something new out of recycled materials. (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 and pictures of your items to the name and address listed at the bottom of the application, or email them to lmulkey@iuk.edu.
- If you want your pictures returned, you must provide a **business size, self-addressed, and stamped envelope.** IUK Staff Council will not pay for postage to return your materials.
- **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.** When our staff comes to collect your donations, please make sure you put your name and booth number on the door prize so the shoppers can stop by and thank you.

If you are a vendor wishing to return to the craft show, and want the same booth, you must submit your application by May 31, 2016 for consideration.

If you are a vendor, please do not park in handicap unless you have a handicap plate or tag. Please do not block the ramps when unloading your items during set-up. On the day of the show, please park in the parking lot next to the parking garage to allow room for all shoppers.

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.



INDIANA UNIVERSITY KOKOMO

25th Annual Arts and Crafts Show Application

Please **print** clearly

Date: _____

Name: _____

d/b/a: _____

Phone: _____

Complete Address: _____

Email Address: _____

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 officers until 10:30 p.m. on Friday evening, 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

For Staff Council Use Only:

Application Received: _____

Booth#: _____ **Amt Due:** _____

Date Paid: _____ **Check #** _____

of Tables: _____ **# of Chairs:** _____

Electricity: _____

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
Attention: LeeAnn Salmons, KC-234
2300 South Washington Street, P.O. Box 9003
Kokomo, IN 46904-9003

OR

E-mail your application and pictures to: lmulkey@iuk.edu.

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.