



INDIANA UNIVERSITY KOKOMO

27th AUTUMN FESTIVAL A HANDCRAFTED ART MARKET FORMERLY 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 3, 2018

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, 2018**

Attached you will find an application for the 26th 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 2017 show does not constitute automatic participation into the 2018 show.
- **Your application must be accompanied by a picture(s) of your craft(s).** These photos will not be returned.

- 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 hand-crafted items. This can include HANDMADE JEWELRY, SHABBY CHIC, ARCHITECTURAL SALVAGE, INDUSTRIAL CHIC, FOLK ART, COUNTRY CHIC, RUSTIC WEDDING, COTTAGE, FRENCH COUNTRY, RUSTIC CHIC, FARMHOUSE MODERN, GLAM DECOR, WHIMSICAL, GARDEN DECOR, VINTAGE & GLOBAL CHIC, COASTAL DECOR, REPURPOSING, UPCYCLING (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 5:15pm-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.**
- **Please do not send any money with your application.** If your application is accepted, you will receive a confirmation letter with invoice will indicate the amount due for booth rental.
- **Please make sure to like our Facebook page so that you can share our events with your friends. IU Kokomo Staff Council**

If you are a vendor wishing to return to the craft show, and want the same booth, you must submit your application by February 1, 2018 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, and on Facebook our page and other pages. 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 LeeAnn Salmons at lmulkey@iuk.edu.



INDIANA UNIVERSITY

KOKOMO

**Autumn Fest: A Handcrafted Art Market formerly known as
27th Annual Arts and Crafts Show Application
Sponsored by IU Kokomo Staff Council**

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)

For Staff Council Use Only:

Application Received: _____

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

Date Paid: _____ **Check #** _____

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

Electricity: _____

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

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
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.