



I am the Good Shepherd – John 10:14

Down Home Christmas Craft Show Application

***All applications must be completed and submitted with payment
no later than November 20, 2016***

Crafter Information

Name:

Business Name:

Address:

Phone Number:

Email:

List previous shows where you have exhibited:

Do you require electricity? (indicate by
Circling) Yes / No

*Used only for internal purposes. Our policies
prohibit sharing of personal information.*

Location: 545 W. Plane St.
Bethel, OH, 45106

Date & Time: Sat. Dec. 3, 2016
9 a.m. – 5 p.m.

Fee: \$20 (non-refundable- submit
with application)

Set up: Fri. Dec. 2 from 6-8pm and
Sat. Dec. 3 from 8 to 8:45
am.

Eligibility: There are 30 spaces available. Selection is based upon quality, creativity, originality, technique, and show appeal. **Items must be handcrafted and of original design.** Crafters must submit at least one color photo that represents what you intend to display at the show. **Pictures are required for all applications.**

Craft Categories (indicate by highlighting):

woodworking / painted wood / wood carving / stoneware porcelain / ceramics / pottery / clay / floral / wreath / needlecraft / stained glass / hand made jewelry / decorated fabric / soaps / candles / soft sculpture / metal work/ Other (describe here):

By submitting this application, I acknowledge that I have read the rules and regulations regarding the 2016 Down Home Christmas Craft Show and agree to comply with the provisions therein. I also acknowledge that my application is my commitment to the show after being accepted by the committee.

Signature: _____

Date: _____

2016 Down Home Christmas Craft Show Rules & Regulations

- Applications (including photos) **must be emailed to shepherdsplacellc@gmail.com, or mailed or hand-delivered to** The Shepherd's Place at, 545 W. Plane St., Bethel, OH, 45106, between the hours of 2 – 5:30 p.m., Tuesday through Thursday, or mailed to PO Box 114, Bethel, OH, 45106 **on or before November 20, 2016**. We cannot be held responsible for lost or misdirected mail.
- All applicants will receive notification via email by November 25, 2016, indicating if you have been selected for the show.
- All exhibitors must exhibit their own work. **Items must be handcrafted and of original design. No pre-manufactured components, kits, or fine art will be considered (e.g., paint on canvas).** Also, crafters may not sell items that are not their own work.
- All items displayed must be for sale and clearly priced. In addition, items used for display purposes must be clearly marked "NOT FOR SALE." Crafters are responsible for reporting their own sales tax. The required tax forms from the State of Ohio will not be provided.
- Exhibitors must furnish their own setup. Booth spaces will be 8' x 6'. All items must fit within the booth space.
- **Access to electrical outlets will be granted only if requested in this application and in the order in which the applications were received.** If electricity is required, please bring your own extension cord.
- **Crafters must exhibit handcrafted work or risk being removed from the craft show.** The craft show committee will view displays at intervals throughout the show to ensure all rules are being followed. This is a Christian, family-friendly event. Items sold must reflect Christian values. The committee shall have the right to remove any works or items considered inappropriate or demeaning to the intent of the show.
- Items/objects posted or displayed must be less than 8' tall and 4' wide, and safely secured to prevent falling or object becoming a tripping hazard.
- **Raffle Items: Please provide one item to be included in our fund raising raffle.**
- The Shepherd's Place does not carry insurance coverage for vendors/crafters.



Down Home Christmas Craft Show Information for Vendors

Craft Show Date: Saturday, December 3, 2016.

Applications with payment must be received on or before November 20th, 2016.

Hours: 9 am to 5 pm

Set up instructions: Please plan to set up December 2, Friday evening between 6:00 and 8:00 pm., or Saturday morning between 8:00 and 8:45 am. Please tear down and have everything removed no later than 6 pm Saturday.

Tables: Please bring your own tables and chairs. We have some that can be borrowed, but not enough for every vendor.

Booth Assignments: Booths assignments will be provided at the time of set up.

Contact Information: If you have questions or need assistance during the craft show, please see a volunteer at the concession area. Before the craft show, Nadine can be reached on her cell at (513) 490-2110.

Raffle Items: Please provide one item to be included in our fund raising raffle. Please bring the items to the volunteer in the concession area.

Concessions: The Shepherd's Place will offer concessions for a suggested donation price for our crafters and our guests. We plan to have several options available for breakfast and lunch and will have snacks throughout show, such as:

- Breakfast: bagels & cream cheese, donuts, fruit, biscuits with sausage gravy.
- Lunch and afternoon: salads, hot dogs, sloppy joes, coleslaw, chili & various desserts.
- Snacks: hot chocolate, sodas, various chips, scones, fruit, candy & desserts.
- Water, hot chocolate, coffee and tea

Thank you again for supporting The Shepherd's Place in our second annual Down Home Christmas craft show! Please let us know what we can do to make this your favorite craft show.