



CRAFTERS' MARKET



A unique venue for hand-crafted items, in a cozy market setting adjacent to Art in the Park, just north of Freimann Square, in the heart of downtown Fort Wayne, Indiana.

2010 Event Dates: Saturday, JULY 10 through Sunday, JULY 11

Required Hours of Operation: Saturday 11:00 am to 6:00 pm
Sunday 11:00 am to 5:00 pm

Important Dates, Deadlines & Cost

Early Bird Application - **\$25 Application Fee** Now thru March 1
Application Deadline - **\$30 Application Fee** On or before March 31
LATE Applications - **\$55 (\$30 Application Fee and \$25 Late Fee)**AFTER March 31
Notifications MailedApril 12

Booth Fee 10' x 10'\$125.00

Booth Fee Due from Accepted Crafters..... May 1

Last Day to Cancel with Refund (Less \$25 administration fee)May 10

Set up Friday, 5:00 p.m. to 9:00 p.m. July 9

Final Set up Saturday, 6:30 a.m. to 10:00 a.m.July 10

Tear down Sunday, 5:00 p.m. to 9:00 p.m.July 11

Crafters' Market Applications will be evaluated according to the following criteria:

Review Process ~ Applicants must submit at least five (5) photos

- *Two (2) photos of the finished craft (please include at least one (1) photo of each category of craft you would like to sell)*
- *Two (2) photos of the work in progress*
- *One (1) photo of your booth set-up.*
- Upon request, photos will be returned at the show, or will be mailed to the crafter using the self-addressed, stamped envelope provided by the crafter.

Originality ~ All crafts **must** be original, non-commercial, and appropriate for family viewing, and created by the hands of the exhibiting crafter. No kits, copies, imports, assemblages, or manufactured goods will be accepted.

Booth ~ Booth structure, display and work. Booth must be appealing, colorful and well-maintained.

Application Instructions

1. Fill out application completely and legibly.
2. Include credit card information, check or money order (payable to Three Rivers Festival) for the non-refundable application fee for each space. *Do not include space fees until you have received acceptance letter.*
3. Provide descriptions of crafts and booth photos or drawings as required.
4. Failure to submit ALL required items will result in application being rejected as incomplete.

You may download additional copies of this Application at www.trfonline.org

TRF Crafters' Market Rules Overview

Application Fee ~ Application fee is based on date application is received:

****BEFORE Mar. 1 = \$25**

**** BEFORE Mar. 31 = \$30**

****AFTER Mar. 31 = \$55 (includes late fee)**

Booths ~ Crafters must supply their own booth display and shade/rain cover, i.e. canopy or easy-up tent, tables and chairs.

- Booths may only be shared with one other crafter.
- Booths are non-transferable.
- Booth displays must be neat in appearance and decorated appropriately.
- The committee will try to accommodate requests for placement and booth orientation. No guarantees will be made for exact spaces.
- Sufficient space is allotted to each booth to accommodate enough stock for the entire show.
- Please be prepared for inclement weather with rain covers, tie downs, weights, etc.

Booth Fee ~ Booth fee is \$125.00 for a 10' x 10' area. Double booths are available for \$250.00. If your application is accepted, you will receive a Crafters' Market agreement to be signed, and an invoice for your booth fee(s).

Electricity ~ Sorry, electricity is not available.

Parking ~ Parking will be provided free or at a reduced fee near the entrance to the show for one vehicle. There are several lots within a block of Freimann Square which provide all-day parking for a small fee.

Refund ~ A request for refund must either be in writing or by email and received by the Festival Office prior to or on May 31, 2010. Application fees are non-refundable. If approved, booth rental fee may be refunded to the crafter, less an administration fee of \$25.00, provided their request is either in writing or by email. No partial refunds will be given to any accepted crafter who cancels after May 31, 2010.

Review Process ~ Applicants must submit at least five (5) photos

- Two (2) photos of the finished craft (please include at least one (1) photo of each category of craft you would like to sell)
- Two (2) photos of the work in progress
- One (1) photo of your booth set-up.
- Upon request, photos will be returned at the show, or will be mailed to the crafter using the self-addressed, stamped envelope provided by the crafter.

Sales Tax ~ Each exhibitor must collect 7% Indiana Sales Tax. Proof of Indiana State Tax registration will be required.

Security ~ 24-Hour roving security is provided by Fort Wayne Newspapers Three Rivers Festival. The Three Rivers Festival assumes no responsibility for lost, damaged, or stolen items.

Set Up Schedule ~ All Exhibitors will be scheduled for move in on Friday, July 9 from 5:00 to 9:00 p.m. and Saturday, July 10 from 6:30 – 10:00 a.m.

Stakes ~ All tents must be self-supporting and no stakes will be allowed to be driven into the asphalt.

CRAFTERS' MARKET APPLICATION July 10 – 11, 2010



Application Deadline: BEFORE Mar. 1=\$25 * Mar. 2-Mar. 31=\$30 *** AFTER Mar. 31=\$55**

Please complete & return this form, accompanied by the application fee. Incomplete applications, or those without application fee, will be returned.

Business Name _____ Business phone _____
 Owner/Operator Name _____ Home phone _____
 Street Address _____ Cell phone _____
 City _____ State _____ Zip _____
 Email _____

Please check below all types of craft work to be sold*

**The Crafters' Market Committee must approve all items*

- | | | |
|--|---------------------------------------|--|
| <input type="checkbox"/> Candles | <input type="checkbox"/> Lotion/Soaps | <input type="checkbox"/> Potpourri |
| <input type="checkbox"/> Clay/Ceramics | <input type="checkbox"/> Metal | <input type="checkbox"/> Sewing/Embroidery |
| <input type="checkbox"/> Glass | <input type="checkbox"/> Paper | <input type="checkbox"/> Wood |
| <input type="checkbox"/> Jewelry | <input type="checkbox"/> Photography | <input type="checkbox"/> Other _____ |

Craft Descriptions

Image 1
 Description _____ Price(s) of item(s) shown \$ _____
 Image 2
 Description _____ Price(s) of item(s) shown \$ _____
 Image 3
 Description _____ Price(s) of item(s) shown \$ _____
 Image 4
 Description _____ Price(s) of item(s) shown \$ _____
 Image 5
 Booth _____

Number of 10' x 10' spaces requested? 1 2 **Do you personally handcraft all of the above items?** Yes No
Did you participate in Crafters' Market 2009? Yes No

Method of Recording Sales: Cash Register(s) _____ Other method (describe) _____
Anticipated Sales Volume (2 days)? _____

Do you have an Indiana State Sales Tax certificate? Yes No

I have included Check or money order (payable to Three Rivers Festival) \$25 \$30 \$50
 or VISA or MASTERCARD card # _____ Exp Date _____ 3 digit code _____

The signing of this application by the proposed Exhibitor does not constitute acceptance into Three Rivers Festival Crafters' Market, and submission of this application in no way grants consideration, acceptance, or occupancy at any Three Rivers Festival event or venue, without express written consent in the form of a fully executed Three Rivers Festival Agreement.

Applicant acknowledges that the application fee is non-refundable, without regard to the acceptance or rejection of application. Applicant certifies that all information contained herein is true and accurate.

Applicant and applicant's employees, agents, successors and officers agree to indemnify and hold harmless the Three Rivers Festival Executive Board, Inc., its board members, officers, employees, agents, successors and assignees from any and all liability, claims, actions, demands, damages and expense arising from the submission of this application.

Applicant's Signature: _____ **Date:** _____