



Ste. Genevieve Community Center

Christmas Fair

Date : December 9th, 2017

Time : 9:00am – 2:00pm

Location : Ste. Genevieve Community Center

21390 Highway 32, Ste. Genevieve MO 63670

It's time for our 2017 Christmas Fair at the Ste. Genevieve County Community Center! This event is held in conjunction with our family friendly Santa's Bash event. Santa's Bash will be held in the gym and the vendors for the Christmas Fair will be set up in other areas of the building. It's the perfect combination to allow the whole family to shop and celebrate the holidays!

Information:

- **Please be aware that due to space limitations, prime spaces will be given to those who turn in their registration first. Special requests will be taken into account but can NOT be guaranteed.**
- **Set Up:** Friday, December 8th from 6:00pm till 9:30pm and Saturday December 9th beginning at 7:30am. Tables and chairs will be set up and each vendor's name will be posted on their designated table(s).
- **Fees:** \$35 for one 8 foot table, or \$55 for two tables or one table and extra space (equivalent to the size of the 8' long table). Fees must be mailed in with the registrations. Spots will not be reserved without both payment and a completed contract. Phone payments will not be accepted.
- Tables and chairs *are* provided.
- **Electricity:** If electricity is requested at the table, we will assign you a location near an outlet. Extension cords are NOT provided and must be brought by the vendor.
- **Extra Items:** Extra items, such as a hanging rack, display board, etc. that requires extra space adjacent to your tables are not allowed due to space limitations. If you have such an item, you must pay the \$55 fee for one table and an extra space.
- **Application:** Your spot will not be reserved without both this completed form and payment.
- **Take Down:** Saturday December 9th by 3:30pm
- Please be aware we have the right to limit the number of vendors selling similar products. We will only allow one vendor from each company to secure a spot. If you are a vendor for a popular company (Mary Kay, Thirty-One, etc.,) please contact the fair organizer or check our website (www.sgccc.com) to see if another vendor has reserved a spot from that company.
- As a vendor, you agree to assist in sharing the news of the event with your current/previous clients, on your social media outlets, and among other avenues to reference the show and encourage attendance.
- If contract and payment are received after tables are sold out, payment will be mailed back. Any cancellations after December 2nd will not receive a refund.
- Spaces sell out quick! There are a limited number of spaces of each type.

2017 Ste. Genevieve County Community Center Christmas Fair Contract

Please print legibly

Business Name:				
Description of Items Selling:				
Contact Name:				
Address:		City	State	Zip
Phone #: ()		Email:		
Fee (circle one):	\$35 for one table	\$55 for two tables	\$55 for one table and extra space	
Is Electricity Needed? (Circle one)	Yes	No		
Payment Included (Non-Refundable): (Circle One)	Cash	Check (Payable to SGCCC)		

■ Questions? Call 573.883.5244 and ask for Katie or email kschwent@sgccc.com.

Please mail this completed and signed form, along with payment, to 21390 Hwy 32, Sainte Genevieve MO 63670

I understand and agree with the attached rules. I am applying to participate as a crafter/vendor. I will follow the rules and regulations. If I do not adhere to all regulations or if I misrepresent myself, or the items I am selling, I will be asked to leave with no refund. I agree to indemnify and hold any affiliates and this promoter harmless from any claim or demand, including: reasonable attorney's fees, made by myself or any third party due to or arising from registering for this show, participating in this show or violating any rights of another party.

Name (Printed): _____

Name (Signed): _____ Date: _____

General Rules:

No Refunds, refunds are only given in the case of an event cancellation due to weather. No crafter/vendor may sell streamer poppers, snaps, silly string, stink bombs or fireworks. No live animals permitted in the building. Direct Sales businesses will be limited to one vendor per company (first come, first served). No crafter/vendor may sell guns, knives or items considered weapons. No disruptive items may be sold. Trash must be removed from your space when you leave.

All work and displays must stay within designated spot. No boxes, extra merchandise or debris should be visible.

Assigned area must be kept clean throughout the event and be left spotless afterwards. No soliciting to other crafters/vendors, approaching patrons, or distribution of advertising for anything other than what you are selling in your location.

Crafters/Vendors are responsible for collecting and remitting all sales tax. Not all spaces are guaranteed electricity. Ste. Genevieve County Community Center reserves the right to cancel a show due to insufficient registration (refunds issued if show is cancelled). Registration is not complete without payment and signed contract.

All agencies including: individuals, organizations, businesses, etc. are required to pay standard fees for space regardless of not-for-profit status. Applications will be reviewed by the Ste. Genevieve County Community Center fair organizer on an individual basis. Ste. Genevieve County Community Center reserves the right to limit the number of vendors selling similar products. Not all applications may be accepted. Wholesalers, flea market products, previously worn/used merchandise will not be accepted. The Ste. Genevieve County Community Center staff reserves the right to not accept applications for items or displays made with poor craftsmanship, look unprofessional, have too many of a certain category, or any other reason at the discretion of the fair organizer. To guarantee your space for the shows, crafters/vendors are encouraged to register as early as possible. Regardless of past show participation, we will no longer hold spaces for any vendor.