



## HOLIDAY CRAFT SHOW VENDOR APPLICATION

Jerry M. Passmore Center  
 103 Meadowland Dr., Hillsborough, NC 27278  
**Terry Colville**, 919 245- 2016, **Dawn Smith**, 919 245-2021  
**Main office**, 919 245-2015



### ARTS & CRAFTS SHOW DETAILS .

<b>Date &amp; Time:</b> Saturday November 5, 2016 9:00 am-2:00 pm	<b>Load In:</b> Friday, 4:00 pm-7:00 pm <b>Load Out:</b> Saturday, 2:00-4:00 pm	<b>Location:</b> Jerry M. Passmore Center (formerly Central Orange Senior Center) 103 Meadowland Drive Hillsborough, NC 27278
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### VENDOR INFORMATION

Name: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**LIST & DESCRIBE ALL HANDMADE CRAFTS TO BE SOLD** *Attach more pages for craft information if needed*

FEES, SPACE & DEADLINES	Early Submission Up to Friday, October 21, 2016	Late Submission October 22, 2016 and after
<b>Single</b> space: includes one 6 ft table <b>Double</b> space: includes two, 6 ft tables <b>Triple</b> space includes three 6 ft tables <b>Card Table</b> to add to any space \$5 <b>Late Submission Fee:</b> \$10	<b>Single Space:</b> \$25 <b>Double Space Total</b> \$40 <b>Triple Space Total</b> \$55	<b>Single Space Total</b> \$35 <b>Double Space Total</b> \$50 <b>Triple Space Total</b> \$65

### OTHER DETAILS LIST ALL SPECIAL REQUESTS; USE THE BACK OF THIS SHEET IF NEEDED.

Concessions will be available Holiday entertainment provided	<b>SUBMISSION CHECKLIST</b> <input type="checkbox"/> Signature on Application <input type="checkbox"/> Late Fee <input type="checkbox"/> Check (made payable to Friends of The Jerry M. Passmore Center) <input type="checkbox"/> Single Space table <input type="checkbox"/> Double Space tables <input type="checkbox"/> Triple Spacetables <input type="checkbox"/> Extra card Table <input type="checkbox"/> List special needs on back (such as electricity)
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**GUIDELINES:**  
 \*No ready to eat food items may be sold.  
 \*All vendors are asked to assist with the promotion of this event including word of mouth and handing out flyers.  
 \*Vendors agree to stay until the close of the show  
 \*Refunds will only be issued due to "inclement weather" or adverse environmental conditions resulting in the cancellation of the show.  
 \*Refunds will not be honored if vendor cancels after October 21, 2016.  
 \*Vendor fees will be forfeited under the following conditions: Vendor (1) is absent from the show, or (2) sells items that were not approved. **UNAPPROVED ITEMS:** used items (not permitted); all retailed items not made by the vendor unless specifically approved by the show

director acting for the Friends of Passmore Center; \*The show director has final say in any disagreement. If the situation is not corrected the vendor will be asked to leave.  
 \*Booth should be attractive.  
 \*Vendors may keep 100% of sales.  
 \*Vendors are responsible for providing and securing his/her own labor, set-up, clean-up, product, equipment, and all other related materials and documentation necessary for operating the sale of their items (including compliance to federal/state sales tax regulations, etc.).  
 \*Passmore Center will supply two chairs for all vendors in addition to table space reserved by the vendor. The Passmore Center will not take responsibility for vendor table or personal property.

**Vendor Signature:** \_\_\_\_\_

**Check No:** \_\_\_\_\_ **Amount:** \_\_\_\_\_

**Return to:** Passmore Center c/o Holiday Sale      P. O. Box 8181      Hillsborough, NC 27278