



HOLIDAY CRAFT SHOW VENDOR APPLICATION
 Jerry M. Passmore Center
 103 Meadowland Dr., Hillsborough, NC 27278
 Contacts: Terry Colville, 919 245 2016, Main office, 919 245-2015



ARTS & CRAFTS SHOW DETAILS

Date & Time: Saturday November 4, 2017 9:00 am-2:00 pm	Load In: Friday, 5:00 pm-7:00 pm Load in: Sat., 8:00 am Load Out: Saturday, 2:15-4:00 pm Vendors will be asked to park in designated area by Craft Show Volunteers	Location: 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 additional pages for craft information if needed

FEES, SPACE & DEADLINES	Early Submission Up to Friday, October 20, 2017	Late Submission October 21, 2017 and after
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Single space: includes one 6' table Double space: includes two ' tables Late Submission Fee: \$10, Electricity: \$5 Additional Card Table Fee: \$5, Additional Full Length table, \$10 (6 ')	Single Space: \$25 Double Space Total \$40	Single Space Total \$35 Double Space Total \$50
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OTHER DETAILS **LIST ALL SPECIAL REQUESTS; USE THE BACK OF THIS SHEET IF EEEDED.**

Concessions will be available Holiday entertainment provided Tables are available for rent, limited availability. Passmore Center will supply two chairs for all vendors in addition to table space reserved by the vendor.	SUBMISSION CHECKLIST <input type="radio"/> Signed Application <input type="radio"/> Check (payable to <u>The Jerry M. Passmore Center</u>) <input type="radio"/> Standard Single Table (6 ') <input type="radio"/> Extra single table (6 ft) <input type="radio"/> Extra card Table <input type="radio"/> Electricity	
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When will you set up?: Friday Afternoon 5pm-7pm Saturday morning 8am

Vendor Signature: _____	Check No _____ Amount: _____	Return to: Passmore Center c/o Terry Colville Re: Holiday Sale P. O. Box 8181 Hillsborough, NC 27278
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GUIDELINES:

Inhouse concessions will be provided by Friends of the Passmore Center for consumption on the premises. Food items prepared by vendors should intended for off premises consumption to avoid competition with the Friends of Passmore Center. *All vendors are asked to assist with the promotion of this event including word of mouth and handing out flyers. *Your area should be attractive. *Vendors agree to stay until the close of the show. * Vendor fees will be forfeited under the following conditions: Vendor (1) is absent from the show, or (2) sells items that were not approved. Decisions regarding UNAPPROVED ITEMS will be made 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.

This show encourages items handmade by the vendors. Other items may be allowed at the discretion of the show director. No used or resale items permitted. *Vendors may keep 100% of sale.*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.). **Nothing may be attached on the walls. *The Passmore Center will not take responsibility for vendor table or personal property.*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 25, 2017