



Alexandria Spring Craft Show, March 16, 2019

APPLICATION (Type or print legibly)

Name _____ Address _____

Email* _____ (*main source of communication for event)

Phone: Home _____ Cell _____ Other _____

Name of Company (if any) _____ Address _____

Your local news source? _____

Number of Booths _____ (Booths assigned on a first come, first serve basis. Once gym floor has filled, we have additional space upstairs and out back in the annex.)

Check booth size needed: _____ 5x6 - 1 available @ \$15 _____ 5x11 - 1 available @ \$20/each
_____ 8x8 - 28 available @ \$25/each _____ 10x8 - 1 available @ \$35 _____ 16x8 - 1 available @ \$50

Booth fees include a \$10, one-day event city license. (This will be refunded if you already have obtained a city license)

Electricity needed? Additional \$5: YES _____ NO _____

Special Requests? _____

DESCRIPTION OF ITEMS ON SALE (Be specific – continue on back if necessary, this helps avoid booths selling similar items being located next to one another.)

NOTE: You are responsible for set up and clean up of your booth. All transactions and any/all taxes owed from sales that day are the vendor's responsibility. In addition, the City of Alexandria denies any liability for damage or loss occurring from your participation in the Craft Show. By signing below, you agree that the City of Alexandria is not responsible for any loss or damage that may occur. Acceptance into the Craft Show is solely at the discretion of the Craft Show Committee, you will be notified via email of acceptance to the show. Advertising for the show will be through various media outlets throughout many communities. Vendors selling food or cosmetics need to be state licensed and display such during event. You may be subject to inspection by the Health Department to make sure you have a license and products properly labeled. Whether a product/material may be exhibited and/or sold at this event is at the sole discretion of the committee. Photos are not required to be a vendor, however if you send them in please label them and we will do our best to return them to you the day of the event. **The City of Alexandria has the right to cancel event due to low vendor participation by March 1, 2019. Any payment will be returned.**

VENDOR SIGNATURE: _____ **Date:** _____

Craft Show date is March 16, 2019, 9am-2pm. Please return this application, with payment on or before JANUARY 31, 2019. No refunds or cancellations given on or after March 1, 2019. Return check fee is \$30.00 and cancels your space. Checks should be made payable to the City of Alexandria, with the memo "Craft Show" and **post-dated March 1, 2019**. Mail check and completed application to

City of Alexandria
Attention: Craft Show
8236 W. Main St.
Alexandria, KY 41001

For Our Use Only: Date Received _____ Amount Rec'd _____ Booth Assignment _____

CONTACT INFORMATION:

Kim Wagner: kwagner@alexandriaky.org

Phone: 859-635-6359

VENDOR INFORMATION

SHOW DATE: SATURDAY - MARCH 16, 2019

TIME: 9-2

LOCATION: Calvin A Perry Community Center, 8236 W. Main St, Alexandria, Ky. 41001

DIRECTIONS: Drive south on US 27, turn right onto West Main/Rt.10. The building is on the right. Drive to the back of the building.

VENDOR UNLOADING AND PARKING 7-8:45 AM

All Vendors can unload their products and equipment in the back of the center. (There are no steps and Handicap Accessible). We ask that you pull close to the door, quickly unload your vehicle and then park in the Alexandria United Methodist Church parking lot (next door) in the very back corner to free up parking for the customers.

We will have high school students to help you unload and carry your products to your assigned space. (This year we are hoping to have high school students at the end of the show to help pack up, as well.)

Nothing can be hung, pinned, nailed or taped to the walls.

BOOTH SET-UP: SATURDAY 7-8:45 AM BOOTH TEAR DOWN 2-4 PM. DOORS OPEN FROM 9-2 FOR SHOPPERS.

TABLES AND CHAIRS:

We DO NOT provide tables or chairs. Please plan on bringing your own. Also, please make sure that tables do not exceed the allotted booth space. All legs MUST have rubber on the feet so they will not damage gym floor or impede on another booth.

ELECTRICITY:

If you requested electricity we have tried to put you as close to an outlet as possible. It is your responsibility to provide your own heavy duty extension cord (HEAVY DUTY REQUIRED) and power strips.

ADMISSION: SATURDAY -\$2.00 FOR SHOPPERS.

This admission fee from patrons will go toward Alexandria's Beautification Committee.

SEASONAL CRAFTS YOU COULD SELL: St. Patrick's Day, Spring, Easter, Mother's Day, Father's Day, Summer, Patriotic for Memorial Day, 4th of July and Labor Day, Kentucky Derby and Birthdays. Of course, this is just a suggestion, other items are welcome.

CONCESSIONS: Girls scouts will be selling food and drinks. You are not permitted to sell concession food.

VENDORS: You are asked to donate something for our door prizes. Patrons need not be present to win.

PLEASE HELP US SPREAD THE WORD, SHARE WITH FAMILY AND FRIENDS.

Links to: Facebook and City Website