

St. Mark Lutheran Craft Show

Sponsored by St. Mark Lutheran Preschool

Saturday, November 4, 2017

9:00am-2:00pm

We are very excited for our 6th Annual St. Mark Lutheran Craft Show. Listed below is information that will help you plan for our show. We will be advertising locally. If you have any questions or concerns, please do not hesitate to contact us.

1. Along with your Craft Fair Registration, we request you also submit a photo(s) and description, or web address of your products. This will help us to become familiar with you and your product.
2. Your check must be included with your registration to reserve your booth.
3. The entry fee is **non-refundable**. Any checks returned due to insufficient funds will be charged a fee of \$25.
4. We will limit one vendor each from commercial products such as Pampered Chef, Mary Kay, Tupperware, ect. Preference will be given to registered St. Mark Parish members and St. Mark Lutheran Preschool families. We have limited space available for commercial vendors.
5. The show fees are listed below. All booths are 10'x10' in size. You may reserve as many booth spaces as you require.
 - a. Booth Space (includes one lunch) = \$50.00
 - b. Electricity for a booth is a \$5.00 flat rate. Electricity is on a first come, first-serve basis. Only one outlet will be allowed per vendor. You will need to furnish you own heavy duty extension cords.
 - c. Tables can be rented for \$5.00 each. If bringing your own tables/chairs/ they must have rubber coaster so they will not mark up the gym floor.
 - d. Additional lunch tickets can be purchased for \$5.00 each.
6. Set up will be Friday, November 3rd from 2:00-7:00 and Saturday, November 4th from 7:30-8:45. At check-in, we will have volunteers to assist you with loading and unloading to your assigned space. Please bring your own dollies/carts.
7. We ask that you to have your booth ready for shoppers by 8:45 on Saturday, November 4th.
8. We are requesting that each vendor donate one item to our Craft Show Raffle.
9. There will be a Vendor Lounge were complimentary drinks will be provided.
10. If your registration is declined due to too many venders or due to similar venders already registered, your registration fee will be returned.
11. St. Mark congregation and St. Mark Preschool assume no liability to responsibility for the exhibitors, their assistants, or property. If you require any further information, please do not hesitate to contact me.

Julie Kyriss
St. Mark Lutheran Preschool, Director
Jkyriss@stmarkomaha.org
(402) 391-6148

Shelly Kloster
St. Mark Lutheran Preschool Craft Fair Committee
shellyk1013@hotmail.com

St. Mark Craft Show 2017

Vendor Registration Form

For office use ONLY:

Date received: _____

Check ___ Cash ___

Check # _____

Receipt sent _____

Business Name (if applicable):		
Your Name(s):		
Address:		
City:	State:	Zip:
Phone Number:		
Primary Email Address:		
Web Site (if applicable):		

Description of craft/product. If you do not have a website, please attach or email pictures.

We ask each vendor to donate a craft/product to be donated to the Craft Show Door Prize Raffle. These will be collected the set-up of the fair. Please list below what item you are able to donate:

	Fee	Quantity	Subtotal
Booth Space (includes one lunch ticket)	\$50.00		
Table (8' rectangular)	\$5.00		
Electricity (only 1 outlet per vendor)	\$5.00		
Additional lunch ticket	\$5.00		
Total			

**St. Mark Lutheran Preschool reserves the right to use all media from this event (photos, videos, etc.) in print and online advertising. Please notify us in writing if you do not wish to be included.*

When turning in your registration, remember to include:

1. A completed registration form and payment
2. Website, photo(s) or flyer of your craft items/products
3. Payment (checks payable to St. Mark Lutheran Preschool)

You can drop off your registration form and payment at the church office or you can mail it to:

St. Mark Lutheran Church-Craft Show

Attn: Julie Kyriss

1821 North 90th

Omaha, NE 68114

(402) 391-6148