



## Vendor Application and Information

Our Spring Craft Fair will be held on Saturday, April 5<sup>th</sup> from 9:00 am to 4:00 pm, at Ossian Nazarene Church (302 N Metts Street, Ossian).

We have two booth sizes available:

- The larger space is 8' wide by 6' deep and costs \$30 per booth on or before February 21<sup>st</sup>. There are 20 of these spaces available, most with electrical access.
- Tables and display units must be provided *by the vendor*, though two chairs will be provided for each space.
- Each vendor may rent a maximum of two booth spaces, creating a space which is roughly 16' wide by 6' deep. This 6' depth must be maintained in order to provide accommodating aisleways.
- Smaller booth spaces are 6' wide by 4' deep and contain only one 6-foot table and two chairs. This table and chairs *will be* provided by the church.
- A small booth space costs \$25 on or before February 21<sup>st</sup>. There are 8 of these booth spaces available, none with electrical access.
- Each vendor may rent a maximum of 2 small booth spaces, resulting in a space which is 12' wide by 4' deep in order to maintain accommodating aisleways.
- One large and one small booth *may* be requested, but these booths will not be adjacent to each other due to the arrangement of our facility. However, they can be placed across the aisleway from each other (see diagram below).
- Booth spaces will be assigned by the church, but a diagram is included below to understand the layout of booth spaces and the importance of maintaining aisleways.

All your sale items, displays, payment processing equipment, supplies, and all other items, **MUST** remain in your assigned exhibit space(s). Keep aisleways around your booth space(s) clear to be consistent with local fire code.

Ossian Nazarene Church Spring Craft Fair does reserve the right to refuse space to any applicant.

Consumables are allowed at our Craft Fair, but we will not be accepting vendors with baked goods. If you are unsure if your product is allowed, feel free to call the church before submitting an application.

Ossian Nazarene Church will be hosting a bake sale during the event, at which lunch and baked goods will be available for purchase to shoppers and vendors alike.

Upon arrival at the show, you will receive your table assignments. Electric spots are available; however, you must bring your own power cords/power strips, and they must be concealed to prevent any trip hazards. Electricity is limited, by first come first available, but may not be guaranteed.

It is hereby understood and mutually agreed that Ossian Nazarene Church shall not be liable for any personal injury and/or loss or damage to any property. Adequate insurance is the responsibility of the exhibitor.

The reservation of your booth space is on a first come, first available basis.

All applications postmarked *after* February 21<sup>st</sup> will pay an increased rental fee of \$40 per large booth space and \$35 per small booth space. Applications are accepted by mail **ONLY**. Once you have been accepted into

our show and booth space reserved, you will be notified by phone or email, per your preference on the form below. Payment options will be discussed at that time. Please *do not* send payment with your application.

Proceeds from this event will be used to fund building repairs which are essential to the proper function, maintenance, and longevity of our church facility.

Please consider donating an item for our silent auction.

If you have any questions, please email Emily Roop at [ocn.churchoffice@gmail.com](mailto:ocn.churchoffice@gmail.com) Thank you in advance for making this event successful, and for your partnership in the preservation of our church building.



OSSIAN NAZARENE CHURCH SPRING CRAFT FAIR | VENDER APPLICATION AND INFORMATION

APPLICANT NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_  
STREET ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_  
STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ EMAIL: \_\_\_\_\_

LIST OF CRAFT OR ITEMS FOR SALE:\*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DO YOU REQUIRE WIFI? YES NO

ELECTRICITY NEEDED: YES NO

I NEED A LARGE SPACE: \_\_\_\_\_ NUMBER OF SPACES (MAX 2) \_\_\_\_\_

I NEED A SMALL SPACE: \_\_\_\_\_ NUMBER OF SMALL SPACES (MAX 2) \_\_\_\_\_

SET UP FRIDAY EVENING 5:30 - 8:00 PM \_\_\_\_\_ OR SATURDAY MORNING 7:30 – 8:45 AM \_\_\_\_\_

ANY ADDITIONAL INFORMATION:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*\*Please refrain from offering products which contain crude or inappropriate humor or content, including profanity. Failure to adhere to a family-friendly environment will result in your exclusion from our event.*

\_\_\_\_\_ Please contact me by phone

\_\_\_\_\_ Please contact me by email

\_\_\_\_\_ By submitting this application, you agree to the terms and rules of the Ossian Nazarene Church Spring Craft Fair.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## Vendor Application and Information

### OSSIAN NAZARENE CHURCH SPRING CRAFT FAIR RULES and GENERAL INFORMATION

Please refrain from any arguing, swearing or offensive behavior. This sort of behavior will be not tolerated and may result in loss of selling ability for this and future sales.

Please keep individual areas neat and clean.

Please have enough help available, as Ossian Nazarene Church will not have extra helpers available during set-up and tear down.

Please have your booth set-up completed at least 15 minutes before the Craft Fair starts at 9:00 am.

Please do not move the location of any booth spots to widen them or make them accommodate your set up.

Please note, WIFI guest passwords will be available for the vendor's use. However, we cannot guarantee the quality of the signal in all areas of the building, or functionality of our WIFI on the day of the event, as outages and repairs are unpredictable.

Please have the proper permits and approvals needed for the Wells County Health Department if you are selling any kind of food products.

Please be courteous of the other vendors and customers.

Packing your products up at the end of the sale should happen after the show ends at 3:00 pm. Please remove all your display items, boxes, and materials promptly at the end of the show. Please place all trash and unwanted items in the designated trash bins.

Please do not have any lit candles in your booth.

Please refrain from smoking, vaping, and alcohol.