



# 11<sup>th</sup> Annual Brunswick Kiwanis Spring Craft Fair



## **Handmade Show - Crafter Terms, Application, Contract**

**March 7<sup>th</sup>, 2020 ☼ 10:00am – 3:00pm ☼ Brunswick Recreation Center, 3637 Center Rd., Brunswick Ohio 44212**

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### Booth Fee:

**\$40.00 Single Space**

*Add \$5.00 for electricity\**

*\*(limited availability)*

**\$45.00 Front Lobby Space<sup>+</sup>**

*Add \$5.00 for electricity\**

*\*, <sup>+</sup> (limited availability)*

### Table Rental:

**\$6.00 per 6ft table**

### Application/Contract & Payment Due:

**February 26th, 2020**

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- Booth spaces are approximately 6ft wide and will include two chairs, with some space on either side.
- Complete this application and mail the second page of this contract ONLY with your check or money order. Crafts must be hand made to participate in this craft fair. Brunswick Kiwanis strives to keep a good variety of crafts being sold at their fair.  
Mail completed application/contracts & payment to:  
**Brunswick Kiwanis Spring Craft Fair, Attn: David Seitz, 1077 Pearl Rd., Brunswick, Ohio 44212**  
Please make checks or money order payable to: **Brunswick Kiwanis** (with **Spring Craft Fair** in the memo on the check.)  
Refunds will not be issued once an agreement is received and accepted for any reason.
- You will receive a confirmation notice via email upon receipt of your contract, & processed payment as well as your acceptance into the fair. For those who send a self-addressed and stamped envelope with one first class postage stamp, information will be sent via US Mail. (Payment will not be processed unless you are accepted into the craft fair.)
- Upon arrival, please stop at the registration to receive your booth assignment for the day. Registration will open at 8:00am.
- Doors will open at 8:00am the day of the event. Please register when you arrive to receive your booth assignment. You may unload in front of the rec center in the rounded drop off area. After unloading please immediately move your car to behind the recreation center. **You MUST NOT park in the library parking lot, this area is strictly for patrons only.**
- Complimentary coffee and donuts will be available near the concession stand for all crafters from 8:00am - 9:45am during set-up.
- **ALL crafters MUST be unloaded and set up twenty minutes prior to the start of the event.** Late arrivals may lose their space without refund.
- At lunchtime there will be a variety of food items available for sale at the Kiwanis Concession stand inside the rec center. BHS Key Club members will be around to all booths taking lunch orders starting at 11:00am.
- Sales end at 3:00pm the day of the event. **ALL crafters are required to stay set-up until 3:00pm.** This is not negotiable. Any crafters packing up prior to 3:00pm will not be asked to return. Crafters may not block the drop off area for loading until 3:00pm and after. We ask that all booth spaces are packed up and loaded by 5:00pm that day.
- This event will be advertised in a variety of media.
- Brunswick Kiwanis, their club members, BHS Key Club, volunteers, and Brunswick Recreation Center will not be held responsible for lost, stolen, or damaged property of crafters, their representatives, customers, or any other person and/or damage or injury to any person participating in this event.

**Any questions or concerns please feel free to contact [bkiwanis13@aol.com](mailto:bkiwanis13@aol.com) or call at (440) 476-2723. Please note that the phone number is a work number, please leave a detailed message and your call will be returned as soon as possible.**

*Please retain this page for your records.*



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Exhibitor Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

<p><b>Type of craft being sold (please be specific) :</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p><b>Approximate price range of merchandise:</b></p> <p>_____</p> <p>_____</p>	<p><input type="checkbox"/> \$40 - Single Booth Space (no electricity)</p> <p><input type="checkbox"/> \$45 - Lobby Booth Space<sup>+</sup> (no electricity)</p> <p><input type="checkbox"/> \$45 - Single Booth Space (w/electricity)**</p> <p><input type="checkbox"/> \$50 - Lobby Booth Space<sup>+</sup> (w/electricity)**</p> <p><input type="checkbox"/> \$6 ea. - 6ft Table Rental    QTY _____</p> <hr/> <p><b>Total Enclosed : \$ _____</b></p> <p><i>**Booth spaces with electricity are first come, first serve. You will be notified if electricity is no longer unavailable, as well as not charged.</i></p> <p><i>* Lobby Booth spaces are first come, first serve. You will be notified if you do not have a lobby space, as well as not charged.</i></p>
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**I \_\_\_\_\_ agree to and understand all terms and conditions stated on page 1 & 2 of this document presented by the Kiwanis Club of Brunswick, Ohio .**

Signature \_\_\_\_\_ Date \_\_\_\_\_

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<p><b>Kiwanis Use ONLY:</b>    <input type="checkbox"/> APPLICATION/CONTRACT    <input type="checkbox"/> ACCEPTED    <input type="checkbox"/> FEES: CHECK # _____ TOTAL \$ _____</p> <p><input type="checkbox"/> FEES PROCESSED    <input type="checkbox"/> CONFIRMATION SENT    <input type="checkbox"/> BOOTH # _____</p>
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