



# 2011 CRAFT FAIR GUIDELINES

## Location

St. John Lutheran Church  
1420 Walker Street, Ely IA

Pat Stanek  
319-521-7618  
elycraftfair@gmail.com

## When:

Setup Times: Saturday, October 1 - 6am to 7:30am  
Selling Time: Saturday, October 1 - 8:00 am to 4:30 pm

## Mailing Address for Application/Fee

Friends of the Ely Public Library  
Attn: Pat Stanek  
PO Box 454  
Ely, IA 52227

## Contact Information

### Stall Sizes and Details:

- Selling area is outside
- Stalls will be approximately 10' wide and 10' deep;
- Vendors are responsible for their own tables, chairs, tents, etc. Electricity and water will not be available;
- Vendor's selling area should be neat and clean at all times; area should be clean and free of all debris before the vendor leaves the fair;
- There will be no smoking in the vendor area;
- Craft Fair Managers will assign the stalls prior to the day of the fair. An attempt will be made to keep vendors with similar products separated.

### Fair Fees and Paperwork:

- \$20 per space
- Fair fees are to be paid by cash or check to "Friends of Ely Public Library";
- Fair fees must be received with signed paperwork (application below) before your space will be reserved;
- Any vendor writing a bad check will be charged \$25 per check.
- All local and state taxes are the responsibility of the vendor.

### Acceptable Products

- Hand crafted items (jewelry, woodworking, fabric crafts, candles, etc)
- Home based businesses (ex - Pampered Chef, Scentsy, Avon, etc)
- No baked goods

Vendor Name: \_\_\_\_\_

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

# of Spaces: \_\_\_\_\_ X \$20 per space = \$ \_\_\_\_\_

Home phone \_\_\_\_\_

Work phone \_\_\_\_\_

Products: \_\_\_\_\_

Cell Phone \_\_\_\_\_

(check the phone # you prefer we use to contact you)

Door prize donations are much appreciated. Item you would like to donate: \_\_\_\_\_

To the fullest extent permitted by law, \_\_\_\_\_ vendor(s) agrees to indemnify and hold harmless the City of Ely, the Friends of Ely Public Library, Ely Public Library, St. John Lutheran Church and officials, employees and volunteers associated with these groups against any and all claims or loss arising out of participation in the 2011 Friends of the Ely Public Library Craft Fair.

Vendor Signature: \_\_\_\_\_ Date: \_\_\_\_\_