

## Sheridan Craft Fair & Benefit for Connected Forever

**Connected Forever:** This craft fair will be in benefit for Connected Forever. Proceeds from Booth Spaces and Silent Auction will be donated to this wonderful organization. A booth will be set up at the Welcome Center during craft fair hours for attendees to learn more of all they offer.

**Day:** Saturday, October 27<sup>th</sup>

**Time:** 9:00am-3:30pm (Set up time for selling vendors is only Saturday morning 7:00-8:45am. No pre-packing booth up, sellers must remain there for the full time unless prearranged with Sheridan.)

**Booth Information:** Booths will be set up in the Family Life Center. If large glass doors are closed we can accommodate approximately 20 booths. (If they remain open 17.) Booth Sizes range from 10x10 and 5x10 Spaces. Craft fair volunteers will set up the booth spaces on the evening of Friday, October 26<sup>th</sup>.

**Cost:** 10x10 spaces will be \$40 a booth, 5x10 spaces are \$30. All vendors will be strongly encouraged to donate an item from their booth the morning of craft fair for Silent Auction to be held that weekend.

**Vendors:** We would like to offer the Sheridan family the first opportunity to sell at this event. Offering first to those that sell handmade items. (Tax ID will be needed on application.) If we are unable to fill booth spaces, we can then move to Sheridan family members that do direct sales, or move to outside community for crafters.

**Application:** We will utilize a paper application process to ensure we can review vendors/goods sold. Checks from vendors will be the accepted form of payment. Once checks are accepted then booth space will be secured for Vendor.

**Food:** Utilizing the kitchen space, snacks, lunch, and drinks can be served to both attendees and vendors. Faith Walk Café will be utilized for seating. (Servers/Volunteers to be determined.)

**Safety:** To ensure safety of Sheridan grounds, we will lock all entrances except Entrances #1 and #2. We will block off all outlets that will not be utilized during craft fair hours. Dan Novak will help arrange an hourly security walk around the building to ensure people remain in Family Life Center, Faith Walk Café, and silent auction spaces.

**Sheridan Craft Fair & Benefit for Connected Forever**

October 27th, 2018; 9-3:30

Contact Name: \_\_\_\_\_ (print)

Company Name: \_\_\_\_\_ Tax ID # \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ (All spaces are required to be completed)

Describe all crafts to be displayed:

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Booth Description: Sizes for booths are for a measured floor space. Prices for booths spaces **do include** an 6ft table and two chairs. (Please plan accordingly to this.) Electricity may be available but is limited (only certain 10x10 spaces). Please mark if you would need it, it will be given to those that fill out application/payment first. Lunch, snacks and drinks will be available to buy at Craft Fair.

I am requesting:

Full Booth 10x10 (\$40) \_\_\_\_\_

Half Booth 5x10 (\$30) \_\_\_\_\_

Wants Electricity (limited) \_\_\_\_\_

Extra 8 ft. tables (max 3 total) \_\_\_\_\_

**PLEASE MAKE CHECKS PAYABLE TO SHERIDAN LUTHERAN CHURCH**

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

\*Please make a photo copy of this application for future reference\*