

1905 Portage Trail
Cuyahoga Falls, Ohio 44223

Immaculate Heart of Mary Parish
IHM ANNUAL FALL FESTIVAL & CRAFT MART
(SEPTEMBER 28 AND 29, 2019)

CONTACT INFORMATION

Name: _____ Email*: _____
 Home Ph: _____
 Business Name: _____ Business Ph: _____
 Street Address: _____ Cell Ph: _____
 City: _____ State: _____ Zip: _____

*Please supply your current email address in order to receive future IHM Fall Festival & Craft Mart correspondence.

PRODUCT INFORMATION

To help us place you in our show please describe your artwork/craft(s):

Please check the category (or categories) that best describes(s) your product. (Please limit your product offering to no more than (3) categories. This will increase your charge of being accepted into the show):

- | | | |
|--|--|---|
| <input type="checkbox"/> (A) Ceramics/Clay/Pottery | <input type="checkbox"/> (B) Christmas/Holiday Décor | <input type="checkbox"/> (C) Clothing/Accessories
(Non-jewelry) |
| <input type="checkbox"/> (D) Deco Arts/Painting | <input type="checkbox"/> (E) Fabric Arts/Sewn Items/Soft Goods | <input type="checkbox"/> (F) Floral / Wreaths |
| <input type="checkbox"/> (G) Food | <input type="checkbox"/> (H) Glass (leaded, painted, etc.) | <input type="checkbox"/> (I) Jewelry |
| <input type="checkbox"/> (J) Metal | <input type="checkbox"/> (K) Paper | <input type="checkbox"/> (L) Pet Products |
| <input type="checkbox"/> (M) Photography | <input type="checkbox"/> (N) Scents/Candies/Lotions/Soaps | <input type="checkbox"/> (O) Wood (carved, décor,
furniture, etc.) |
| <input type="checkbox"/> (P) Vendor Merchandise | | |

BOOTH RENTAL / MISCELLANENEOUS FEES**

- Booth Rental Fee: \$100 \$80 Non-Profit
- Table rental is \$10 per table
- Electricity fee is \$10 per booth space
 - Spaces with electricity are limited – you are required to furnish your own 14/2 wire extension cord.

- To be a 'Scavenger Hunt Vendor' is \$15. These are limited, determined by location and on a first come/first served basis. This is a great way to drive shoppers to your booth – as they must visit your booth to receive a ticket punch. The additional fee is to help offset the costs associated with the scavenger hunt (i.e. signs, frames, hole punches and \$150+ value prize).
- Vendor Name Badges – Each applicant will receive two (2) vendor name badges. You may purchase up to three (3) additional vendor name badges for \$4 each.

YOU ARE APPLYING FOR :

Number of Booth Spaces(s)	Type of Booth Space(s)	Cost
_____	Booth space(s)* X \$100 each *Limit of two (2) spaces	\$ _____
OR		
_____	Non-profit booth space** at \$80 each **Limit of (1) space per organization. Must be preapproved by the IHM Fall Festival and Craft Mart Coordinator.	\$ _____

In addition, you will need:

- TABLES: _____ tables(s) X \$10 each: \$ _____
- ELECTRICITY: for _____ booth space(s) X \$10 per space \$ _____
- ADDITIONAL VENDOR NAME BADGES*: _____ badges(s) X \$2 each: \$ _____
*Two (2) vendor name badges are supplied free of charge.
- I would like to be a 'SCAVENGER HUNT VENDOR' (Add \$15): \$ _____
- OPTIONAL DONATE to IHM Elementary School Operations benefitting School Tuition \$ _____

YOUR TOTAL / CHECK AMOUNT IS: \$ _____

PLEASE LIST ANY SPECIAL REQUESTS. BE SPECIFIC.

In consideration of the right granted to sell artwork / craft here, I / we agree to and do hereby indemnify and hold forever harmless IHM Parish and School and The Cleveland Dioceses, their agents and assigns, from and against all suits, claims, actions, expenses, damages, or losses to property sustained by me or us, my agents or employees, while upon IHM property or the environs of the IHM

Fall Festival & Craft Mart, and further against all claims, suits, damages, actions, losses or costs which IHM Fall Festival & Craft Mart may incur by reason of any act, omission, negligence, or wrongdoing of this exhibitor, its agents or employees. The undersigned agrees to abide by all rules and regulations and waives all claims against IHM School and Parish or its agents for loss, injury or damage. All decisions of the committee are final.

VENDOR SIGNATURE

DATE

Please return your completed application, photos, price list/range and payment:

- By regular mail to: **IHM attention Fall Festival Committee, 1905 Portage Trail, Cuyahoga Falls, Ohio 44223**
- In Person: **IHM Parish Rectory, 1905 Portage Tail, Cuyahoga Falls, Ohio 44223**

For questions, please call: _____

Please Note:

- **THIS IS A JURIED SHOW!** As part of your application, we request that you send us:
 1. **At least four (4) recent pictures of your product**
 2. **A picture of your booth, and**
 3. **A price list for the product(s) you intend to sell**
 (Your pictures must reflect the product that you will be selling at the IHM Fall Festival & Craft Mart. IHM representatives will be monitoring the event floor and checking to make sure the items you are selling are the same/similar to the items in your photos.)
- Applications received without the minimum number of required photos will be returned to you unprocessed. Photos may be submitted electronically (i.e. email attachments, Facebook/Etsy website, etc.)

***Our Goal is to provide a wide variety of options and price points to attract all types of people to our event and offer shoppers a variety. The Application process has become increasingly competitive. For that reason, we will be **accepting applications from May 1st- May 31st**. We will then select vendors based upon the description and photos provide with the application **no later than June 17th**. If selected, you will be notified by email. **ALL CHECKS WILL BE CASHED ON JUNE 22ND**. If you are not selected the check will be returned via postal mail.

Any Application missing required number of photos or not enough detail in the description will not be considered.

Immaculate Heart of Mary Parish
IHM ANNUAL FALL FESTIVAL & CRAFT MART
 General Information, Initial Rules and Regulations

EVENT LOCATION

Immaculate Heart of Mary (IHM) School
 1905 Portage Trail
 Cuyahoga Falls, Ohio 44223

EVENT ADMISSION: \$3**PARKING: FREE****ANNUAL FALL FESTIVAL**

Craft Mart will be inside in a separate designated area (School Gym). Access to the Craft Mart is separate from the IHM Fall Festival. **The IHM Fall Festival admission is FREE.**

EVENT HOURS

- Friday, September 27, 2019
- Saturday, September 28, 2019
- Sunday, September 29, 2019

Vender Hours

- 9 AM – 5 PM
- Open 7 AM
- Open 9 AM

Shopper Hours

- 9 AM – 7 PM
- 10 AM – 5 PM

FALL FESTIVAL HOURS

- Special Concert 6 PM – 10 PM
- 10 AM – 11 PM
- 10 AM – 6 PM

CRAFT / ARTWORK

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 5. **A picture of your booth, and**
 6. **A price list for the product(s) you intend to sell**
 (Your pictures must reflect the product that you will be selling at the IHM Fall Festival & Craft Mart. IHM representatives will be monitoring the event floor and checking to make sure the items you are selling are the same/similar to the items in your photos.)
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RAFFLE

- You are not permitted to have your own raffle, donation jar or petitions.

VENDOR NAME BADGES

- All vendors will be required to wear the IHM Fall Festival and Craft Mart name badge (s0 at all times during the show.
- IHM Parish will supply each vendor with two (2) name tags at no cost.
- You may purchase up to three (3) additional name badges for \$2 each.
- You will receive your name badges on Friday, September 27th when you check-in.

CANCELLATIONS

- There is no cancellation policy – Any monies received will be forfeited upon cancellation – no exceptions.
- Booth spaces not occupied by 9 AM on Saturday, September 29th will be forfeited and not be refunded.

SET-UP

- Set-up will be on Friday, September 28, 2019, from 9 AM – 5 PM or Saturday, September 28th, from 7 AM – 9 AM
- You **MUST** check-in prior to setting up your booth, as booth numbers are subject to change.
- If you are a “Scavenger Hunt Vendor,” we will give you your supplies when you check-in.
- Each booth space is approximately 10' X 10'. Please plan your space accordingly.
- Booths are not permitted to have a roof on any kind. This is a violation of the fire code.
- Lit candles are not permitted. This is a violation of the fire code.
- Fire inspectors will continually check to make sure everyone is within their allotted space and adhering to fire codes.
- **If you are purchasing electricity**, you must furnish your own 14/2 wire extension cord.
- **If you are renting a table**, please check to make sure it has been set-up properly and is sturdy before placing anything on it. IHM will not assume any responsibility for damages.
- **IHM FALL FESTIVAL & CRAFT MART RESERVES THE RIGHT TO HAVE ITS REPRESENTATIVES MOVE/REMOVE ITEMS THAT ARE:**
 1. **BLOCKING AN AREA**
 2. **IN ANOTHER VENDOR'S BOOTH SPACE OR (3) NOT PERMITTED IN THE SHOW.**
 3. Booth spaces **MUST** be ready for inspection by 9 AM on Saturday, September 28, 2019.

FOR THE SHOW

- If you are unable to be at your booth for any period, please have a responsible adult who can manage things while you are away.
- Vendors are not permitted, under any circumstances, to bring products into the gym on any kind of cart **during shopper's hours**. If you must use a cart, please do so before the doors are open to shoppers.
- **FOR FOOD VENDORS:** A concession stand is supplied by IHM; therefore, any food items being sold during the show must be packaged.

TEAR-DOWN

- Tear-down is on Sunday, September 29, between 5 PM and 9 PM. Vendors can not block the Fall Festival Entrance on Lillis Drive for Tear Down. Please plan accordingly.
- All vendors **MUST** wait until 5 PM to tear-down/pack-up their booth spaces; this includes bringing into the building any type of cart, etc., that you will be using. **Any vendor who violates this rule will be banned from future IHM Fall Festival & Craft Mart shows.**
- The gym closes at 5 PM.