

**Ladies Auxiliary Knights of Columbus**  
**Holiday Sip N Shop**  
**Saturday December 2<sup>nd</sup>, 2017 10am – 2pm**

**VENDOR APPLICATION (before Nov 15th)**

Print Information Legibly:

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

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

City, State, Zip: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Secondary: \_\_\_\_\_

Email: \_\_\_\_\_

Please provide a brief description of each of the items you wish to sell at the St. Rita Craft Show. Any items not listed on this application will not be allowed for sale in your booth.

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**Booth Request:** This is a request. Each type of artist and product line has a limited number of spaces. We will do our best to accommodate your request but we do not guarantee placement.

Number of 10' x 10' (approx. size) booth spaces needed:     one     two     more \_\_\_\_\_

**Booth Prices & Location** \_\_ Gymnasium (\$50) \_\_ Stage (4 available) \$65 \_\_ Courtyard Outside \$40

**Extras**

Will you need tables?     yes  no                      \$ 10.00 each Quantity: \_\_\_\_\_

Will you need electricity?     yes  no (limited avail) \$10.00 (bring a hundred-foot extension cord)

**Total Amount Due:** \_\_\_\_\_

\*\*\*Each vendor will be asked to donate a gift with a business card to our parade of prizes.

**Hold Harmless**

I/We the undersigned crafter/exhibitor, hereby acknowledge that St. Rita Knights of Columbus Ladies Auxiliary, nor any officials connected with this event, will be responsible for any loss or damages to my work or property, or for any personal injury to myself or any assigned operator of my booth during the course of the event.

All vendors agree and are covenant to indemnify, defend and hold harmless the St. Rita Catholic Church, The KCWA committee, it's officers, directors, volunteers, officials, employees and agents from and against any and all liabilities,

claims, suits, causes of action for whatever nature or type (including but not limited to cases of action based upon tort, strict liability or otherwise), and all attorneys fees, costs and expenses incidental thereto, which may arise or in any way be connected, directly or indirectly with vendor participation in the KCWA St. Rita Craft Fair. This agreement is absolute personal to the vendor and is not limited by the insurance coverage which a vendor may have in place.

I/We agree to abide by the vendor rules on page two of application for the St. Rita Craft Fair.

Signature(s) \_\_\_\_\_ Date \_\_\_\_\_

Signature(s) \_\_\_\_\_ Date \_\_\_\_\_

**Booth Rentals Fees:**

**Payments are due with the application by Nov 15<sup>th</sup>, 2017. Any payment received after this date will be assessed a \$10.00 fee.** A \$25.00 fee will be charged for insufficient funds. Fees are non-refundable. Due to advance financial commitments we must make to our suppliers, refunds will not be issued in the event of inclement weather or cancellation.

**Set Up:** You must be set up and in your assigned area by 10am on the morning of the event. Spaces not claimed by this time may be reassigned. Your booth must be set and manned during the show hours. Vendors may register and set up starting at 8am on Saturday December 2<sup>nd</sup>, 2017.

**Parking:** Vendors should unload their vehicle, park their car on the street away from the craft fair, and then set up the booth. Please leave the parking spaces closest to the craft fair for shoppers. Please note school will be letting out so please be aware of children that are present.

**Photo Release:** Vendors may appear in pictures taken for publication.

**Tax Forms:** Jefferson Parish Tax forms will be distributed to each booth the day of the show by Jefferson Parish Tax office.

**Clean-Up:** Vendors must stay until the close of the fair at 2pm. Vendors shall clean up the areas and be packed up by 4pm.

We will have a parade of prizes. All vendors are asked to donate an item to support the event. The item can be given to the staff when you register onsite. **We welcome you to advertise your business on your donated door prize! Your donated items will be displayed in the entrance foyer.**

All merchants **must** have tablecloths/coverings, extension cords, change, etc. needed to fully operate their booth/table.

**Loud music, lewd products and smoking are not permitted on the premises!**

**If you have any questions, contact:** Adrienne W Jouet at [stiritawa@gmail.com](mailto:stiritawa@gmail.com) or 504.251.1750

**Please make checks payable to:** Ladies Auxiliary Knights of Columbus

**Mail application to:** Adrienne W Jouet 185 Magnolia Blvd. Harahan LA 70123  
**Attn: St Rita Craft Show**

**Thank you for your support of St Rita!**

**KCWA Staff**

**Amount Paid \$** \_\_\_\_\_ **Check #** \_\_\_\_\_ **Booth Location** \_\_\_\_\_ **#** \_\_\_\_\_