

Westminster Presbyterian Church Kolaches & Krafts Holiday Fair Rules & Regulations

Dear Artist or Crafter:

Westminster Presbyterian Church cordially invites you to register for our craft fair. This craft fair is a fund-raising event to help defray the cost of the extensive roof repairs made to the church this past year. Soup lunch and beverages will be available for purchase.

Show Schedule:

Set-up time: Friday, October 22, 2010: 6-8 p.m or Saturday, October 23, 2010: 7:30-9 a.m.

Exhibit Times: Saturday, October 23, 2010: 9 a.m. until 3 p.m.

Registration Deadline: Space is limited and will be assigned on a first-come, first picked basis. No refunds will be made after October 15, 2010. Rental includes 1 lunch per booth.

Registration fee: 10 x 10 Inside Booth.....\$20.00 (Air Conditioned & handicap accessible)
\$5.00 additional for booth electricity

Payment must be made no later than October 15, 2010.

Tables and Booth Set-up: A 10' by 10' space will be provided for each booth space. One 3' x 6' table and 2 chairs will be provided. Table cloths are required. All exhibitors MUST check-in with the show staff before setting up their booth. Booths must stay set up during the entire craft show unless arrangements are made prior to the show.

Electricity: The show will be held in the fellowship hall and auditorium, which are both well lit and air-conditioned. Booth electricity is available for an additional cost of \$5.00, but spaces are limited and will be assigned on an earliest registration basis.

Weather: The show will go, rain or shine!

Liability: All exhibitors are responsible for setting up and taking down their own booth. Westminster Presbyterian Church will not be responsible for any accidents, damages or loss to any person or property.

Sales Tax: All exhibitors are responsible for collection and declaring Nebraska State Sales Tax.

Advertising: Community Calendars on radio, TV & World Herald newspaper. Email flyers, newsletters, USPS mailed fliers, door-to-door fliers in the local areas and businesses. Postings at. Craigs List, Crafftlist.com and www.westminsteromaha.org.

Additional Information: We ask that vendor's cars/trailers be moved to the Field Club School parking lot after set up to allow adequate parking for attendees.

If you have questions please call Kathy Kelly at 402.344.2695 or
E-mail the church office westminsteromaha@msn.com

Please send completed registration form and checks payable to:

Westminster Presbyterian Church
3416 Woolworth Avenue, Omaha, NE 68105

**Westminster Presbyterian Church • 3416 Woolworth Avenue • Omaha NE 68105
402.345.5423 • Email westminsteromaha@msn.com • Website www.westminsteromaha.org**