



Dear Applicant:

Thank you for requesting an application for the **LaPorte Jaycees 45th Annual Arts & Crafts Festival**. We look forward to receiving your completed application.

The festival will be Saturday June 30th, 2018, from 8 a.m. to 1 p.m. CST. Check-In & Set-Up are 6:00 a.m. - 7:30 a.m., June 30, 2018.

The La Porte Jaycees Annual Arts & Crafts Festival has been the traditional kick off to the Jaycees 4th of July season in LaPorte for many years. The festival is followed annually by Jaycees Beer Barns, the LaPorte Fourth of July Parade, and LaPorte Jaycees fireworks display at the LaPorte County Fairgrounds.

The festival is held in the parking lot off of State and Monroe Streets in La Porte, IN (behind Mucho Mas Restaurant on Lincolnway). The Jaycees run the festival in conjunction with the LaPorte Farmer's Market, sponsored by the City of La Porte's Urban Enterprise Association.

Please read over the provided information before filling out your application.

The Jaycees will accept payment in the form of money order, cashier's check, cash, or PayPal (laportejaycees@gmail.com). *Personal checks are not recommended; a \$35 service charge will be issued for returned checks.* Make payment payable to La Porte Jaycees.

If you have any questions after THOROUGHLY READING all enclosed information, contact Laura at lauracewart@gmail.com or Danielle at deveverka@gmail.com, or visit the LaPorte Jaycees website at www.laportejaycees.org.

We appreciate your interest and look forward to receiving your 2018 LaPorte Jaycees 45rd Annual Arts & Crafts Festival application!

Laura Ewart, LaPorte Jaycees Festival Chairperson
Danielle Veverka, LaPorte Jaycees Festival Chairperson

FESTIVAL INFORMATION

CRAFTER CHECK-IN

1. All exhibitors must sign a liability waiver form.
2. Exhibitors **MUST** check-in during official check-in times (6-7:30 a.m. 6/30/18) or lose exhibition space without refund.
3. Exhibitors must check-in in person and attend the show in its entirety.
4. Exhibitors cannot sub-lease assigned booths or employ sales agents or representatives in lieu of checking in and attending the Festival personally.
5. Exhibitors not checked-in by deadline (June 30 at 7:30 a.m. CST) will forfeit exhibition space and all fees.
6. Coffee, juice, and a snack will be provided to exhibitors at no additional charge while supplies last.

PRODUCT

1. Any sales items not listed in the application may be removed from the show at the Jaycees discretion.
2. All articles and displays must be in good taste with no reference to race, ethnic, gender, sexual, or religious prejudice. No obscene items will be allowed.

BOOTH DISPLAY & SET-UP

1. Booth space is limited to the size in which you paid.
2. Single Spaces are 10' wide x 10' deep. Double spaces are 10' wide x 20' deep. All spaces are on pavement.
3. Exhibitors must furnish their own display tables, skirting, chairs, and extension cords.
4. Signs, tents, canopies, or any other part or display may not extend over or into walkways.
5. Requests for specific placement will be considered but cannot be guaranteed.

FESTIVAL RULES

1. Gas powered generators are strictly prohibited.
2. Electricity is available for an additional fee and must be requested on the application. Exhibitors must furnish their own extension cords.
3. The LaPorte Jaycees will not be responsible in any way for loss or damage to participant's property. Exhibitors are responsible for their own personal and property liability.
4. Vehicles are **NOT** allowed in the festival area during show hours.

ANY VIOLATION OF THE RULES AND REGULATIONS STATED HEREIN AT ANY TIME MAY RESULT IN THE LOSS OF EXHIBIT SPACE FOR THE DURATION OF THE SHOW WITHOUT REFUND AND THE EXHIBITOR MAY BE EXCLUDED FROM FUTURE JAYCEES FESTIVALS.

APPLICATION

1. A signed application constitutes a contract to follow all rules and regulations. It is a contract to participate, personally, if accepted.
2. Applications must be postmarked on or before June 15, 2018 to lock in the \$35 per single space fee, and mailed to:

La Porte Jaycees Arts & Crafts Festival
C/O Laura Ewart

3103 Black Partridge Lane Apt. 11
Valparaiso, IN 46383

3. *Applications postmarked between June 16-23, 2018 are required to pay \$50 per single space. Applications can be mailed to:*

La Porte Jaycee's Arts & Crafts Festival
% Laura Ewart
3103 Black Partridge Lane Apt. 11
Valparaiso, IN 46383

4. *Applications postmarked after June 23, 2018 WILL NOT be accepted.*

5. ***Complete and sign official application form.***

6. *Enclose a cashier's check or money order made payable to: LaPorte Jaycees. Personal checks are permitted; a \$35 service charge will be issued for returned checks. PayPal (laportejaycees@gmail.com) and cash payments are also acceptable. All fees will be processed and deposited as received. THIS DOES NOT GUARANTEE ACCEPTANCE.*

7. *Any withdrawal from the Festival must be sent via email or received in writing (signed and dated by the applicant and bearing an official U.S. Postmark) on or before June 23, 2018 to be eligible for a refund on your space rental fee.*

Cancellation by applicant after June 23, 2018, will result in a loss of all fees.

8. *Refunds for non-accepted applicants will be credited back after the non-acceptance letters are mailed, depending on type of payment received.*

45th ANNUAL
LAPORTE JAYCEES ARTS AND CRAFTS FESTIVAL

June 30th, 2018 8AM-1PM CST

Exhibitor Name(s): _____
Address: _____
Phone: _____
E-Mail: _____
Website: _____

Describe items to be sold and the price range of each. Pictures are encouraged.

Additional comments / Requests: _____

Space Rental Fees (Non-refundable after 6/15/18):

\$35 if application submitted before June 15, 2018

\$50 if application submitted June 16-23, 2018

*Electricity available for an additional \$15. Electric Needed? Circle **Y / N***

Circle Method of Payment: *Cashier's Check / Money Order /
Personal Check / Cash / PayPal* (laportejaycees@gmail.com)

Amount Enclosed _____ Check / M.O. # _____

*A signed application constitutes a contract to follow and be bound by the LaPorte Jaycees Festival Rules, Limitations & Procedures and is a commitment to participate personally, if accepted. **Violations of Rules, Limitations & Procedures prior to, during, and/or at the end of the show will result in loss of exhibitor space, without refund, and the exhibitor will be excluded from future shows.** Applicant certifies that photos submitted accurately depict applicant's materials. Application will not be considered if this form is incomplete, unsigned, postmarked or delivered after deadline, or received without payment. I fully agree that the La Porte Jaycees of La Porte, Indiana will not be responsible for any loss, theft, damage, or defacement of property, exhibits, materials, or possessions, or any injuries to exhibitors participating. I also agree to hold harmless the La Porte Jaycees from any claim or loss that may arise from my participation in the 2018 Arts & Crafts Show. Signing this application confirms I have read and fully understand the above stated. I understand entries are screened and if my application is approved, I will be contacted by mail, phone or email.*

Your signature below certifies that you understand and accept all Rules, Limitations & Procedures stated throughout this application.

Vendor Signature(s) _____ **Date** _____

* Mail payment and application to: La Porte Jaycees Arts & Crafts Festival
C/O Laura Ewart
3103 Black Partridge Ln. Apt. 11
Valparaiso, IN 46383

Application must be submitted by June 23, 2018

lauracewart@gmail.com

