



LITTLEFORK CRAFT FAIR

Littlefork CERC

FACILITOR: Tiffany Dobbs/ CERC

DATE: Saturday, November 23rd

TIME: 10am-3pm

LOCATION: Littlefork School | Old Gym

It's shopping time! Littlefork CERC's Annual Craft Fair! Welcome all returning vendors and a big welcome to any new vendors! We hope you'll find this fun and exciting!

DETAILS/RULES: PLEASE READ VERY CAREFULLY

- Vendor Fee Cost:** Vendor fee is **\$30** and payable at the time of registration to secure your spot with registration form. **If you need to cancel, any cancellation needs to be done on or before November 8th for full refund.**
- TABLE:** Be mindful of space. I would recommend up to TWO tables per vendor. Each vendor is responsible for bringing your own table. However, if a table is needed, CERC can assist with providing a table, but it's **FIRST COME FIRST SERVE** as we only have so many tables. Please be mindful of the floor in the gym as some tables can scuff the floor. Slide/move with gentleness.
- CHAIR(S):** Each table is provided two chairs, however if you want to bring your own you can.
- ELECTRICITY:** If you need electricity, this is only available for booths/tables on the wall. There will be a \$5 charge for this need.
- VENDOR BOOTH:** Each vendor is responsible for maintaining their booth/table. If you need to step away, it's your responsibility to have another person watch your booth. CERC is not liable for any mishaps if you choose to step away from your table/booth. **NO ONE IS ALLOWED TO SELL AT THE CRAFT FAIR UNLESS YOU HAVE SIGNED UP, PAID AND HAVE A VENDOR SPOT WITHIN THE GYM.** **Each vendor that is present needs to have registered with CERC and pay the fee to participate in this event.**
- GIFT BOX:** CERC will host a drawing/gift box for those that come and participate in the craft fair. If you would like to donate an item to the gift box, that would be amazing! Please have the donated item ready Friday night or Saturday morning prior to the start of the Craft Fair.
- REGISTRATION FEE:** Vendors are to pay **when** you register. This will guarantee your registration and spot as registration and space it's **FIRST COME FIRST SERVE**. **If you do not pay when you register, you will be "on hold" and not counted until you pay.**
- VENDOR PLACEMENT:** Vendors will be placed at the discretion of CERC. **There is no guarantee that you'll get the same spot as last year, please be understanding and respectful.**
- SELLING:**
 - Please refrain from selling prior to the start of the craft fair.
 - You are responsible for paying any taxes based on the goods that you sell.
 - You are responsible for your booth/table area, CERC is not responsible nor held liable for lack of sales nor discrepancy of any kind.

SET UP:

- Vendors can come **Friday, November 22nd from 6pm-8pm** to set up your table/booth area.
- Vendors will also have a short timeframe to set up on Saturday, November 23rd from 8am-9:30am.
- ALL vendors are to be set up and ready to go no later than 9:45am.** **Please have all the empty totes/boxes/bins cleared from the pathways and either back in your car or under your table.**

TAKE DOWN:

- Vendor booths/tables are to REMAIN open until the END of the craft fair.
- Vendors can start to take down their items and close at 3pm, **please DO NOT pack up early.**
- ALL vendors are to remove garbage from their area once packed up.
- If you can stay and help with the clean-up that would be appreciated!
 - Sweeping the floor
 - Garbage out
 - Removing Craft Fair Signs
 - ETC....

PLEASE REGISTER FOR THE CRAFT FAIR BY FRIDAY, NOVEMBER 1ST.

Any questions please contact Tiffany Dobbs, CERC Director at cerc@littleforkmn.gov |218-278-4422

CERC CRAFT FAIR VENDOR REGISTRATION FORM

YOUR INFORMATION:

Name: _____

Mailing Address: _____

Email: _____ **Phone:** _____

Emergency Contact & Phone Number: _____

INFORMATION REGARDING YOUR BUSINESS:

Name of Business: _____

What will you be selling:

Would you like to participate in the door prize basket? If so, what will you donate to the basket?

CRAFT FAIR NEEDS: (check all that applies)

- I don't need any tables; I'll bring my own. Thanks!
- Please sign me up for a table, I'll need _____ tables.
- I do not need electricity.
- I do need electricity (remember, this is first come, first serve)

PICTURE CONSENT:

I, understand and hereby give permission to participate in any photos related to this event. I understand that event/activity programs will use pictures for, but not limited to; social media, newspaper, and/or advertisement.

I have read and consent to the above paragraph.

Participant's Signature: _____

REGISTRATION TOTAL:

REGISTRATION FEE	\$30	
Electricity (\$5)	\$	
TOTAL DUE	\$	DATE PAID:

Participant's Signature: _____ Date: _____

PLEASE REGISTER FOR THE CRAFT FAIR BY FRIDAY, NOVEMBER 1ST.

If you should need to cancel, any cancellation needs to be on or before November 8th for full refund.

Any questions please contact Tiffany Dobbs, CERC Director at cerc@littleforkmn.gov |218-278-4422