

**St. Matthias Roman Catholic Church**  
**Christmas Craft and Vendor Fair**  
**Saturday December 9, 2017 9:00 a.m. – 6:00 p.m.**

St. Matthias is a non-profit organization.  
All proceeds raised by this event support Family Life Ministry.  
St. Matthias is located at 101 W. Burrell Drive in Crown Point.

- \$40 for each 80 sq. ft. (approx.) space, (1) 6' table, and (2) chairs. Exhibitors keep all proceeds from their sales.
- \$15 additional (per booth) for use of electricity (first come, first served basis)
- Extra Tables are available in limited quantity (first come, first served basis) at additional cost: \$20 each

**DEADLINE TO RESERVE A SPACE IS December 1, 2017**

1. Clearly print all of the information on this application.
2. Read the Rules, Regulations, and Procedures on the reverse side.
3. Sign and date the application. (you will receive confirmation approximately prior to fair)
4. Make your check payable to: St. Matthias Roman Catholic Church
5. Enclose application and check
6. Describe your craft: \_\_\_\_\_

MAIL TO: St. Matthias Roman Catholic Church  
Attn: Jackie Gentry  
101 West Burrell Dr.  
Crown Point, IN. 46307

Any questions: Please call Jackie Gentry (219) 663-2201  
email: jackiemgentry@yahoo.com

NAME \_\_\_\_\_

PHONE (    ) \_\_\_\_\_

BUSINESS NAME \_\_\_\_\_

EMAIL \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

Number of Spaces \_\_\_\_\_ X \$40.00 = \$ \_\_\_\_\_

Electricity: \_\_\_\_\_ Yes      Number of Spaces \_\_\_\_\_ X \$ 15.00 = \$ \_\_\_\_\_

Extra Table Quantity \_\_\_\_\_ X \$ 20.00 = \$ \_\_\_\_\_

TOTAL ENCLOSED \$ \_\_\_\_\_

I agree to the Rules, Regulations, and Procedures set forth by St. Matthias Roman Catholic Church appearing on the reverse side of this application. In addition, I agree not to hold St. Matthias Roman Catholic Church, its employees or sponsors of this show, nor the location where the show is held, liable for any loss due to damage or stolen articles, nor for loss due to personal injury. I also understand and agree that once this application is received by St. Matthias Roman Catholic Church, there will NOT be any refund, unless the show is cancelled.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

\*\*\*\*\*DO NOT WRITE BELOW THIS LINE\*\*\*\*\*

Date Rec'd \_\_\_\_\_ Amt Rec'd \_\_\_\_\_ Check# \_\_\_\_\_ MO \_\_\_\_\_ Cash \_\_\_\_\_ Paid in Full \_\_\_\_\_

Space# Assigned \_\_\_\_\_ Confirmation Date \_\_\_\_\_ By \_\_\_\_\_

**Rules, Regulations, and Procedures for  
CRAFT and VENDOR FAIR  
Organized and sponsored by St. Matthias Roman Catholic Church**

**NAMED ON THE REVERSE SIDE HEREOF, IN CONSIDERATION FOR ACCEPTANCE AS AN EXHIBITOR FOR SAID SHOW, THE EXHIBITOR HEREBY AGREES TO ABIDE BY THE FOLLOWING TERMS AND CONDITIONS.**

- 1. St. Matthias Roman Catholic Church, all sponsors and facilities and each of their respective managers, agents or employees shall not be responsible for any loss or injury to the exhibitor, its agents or employees for personal injury or any other injury from any causes whatever to the persons or the exhibitor's business or for damage to or theft of the exhibitor's goods or property, included but not limited to vehicles, exhibits, products, equipment and other personal property. The exhibitor agrees to hold St. Matthias Roman Catholic Church, sponsors, and facilities and each of their respective managers, agents and employees harmless from any such liability arising out of his exhibiting at said show.**
- 2. St. Matthias Roman Catholic Church sponsors and facilities and each of their respective managers, agents and employees shall not be responsible for any failure of the exhibitor to obey Federal, State, or local law or ordinance or for any loss or injury to the public caused by the exhibitor, its agents, employees or the exhibitor's display, or products during the show or while the exhibitor, its agents, employees are on the grounds of the facilities. The exhibitor agrees to hold St. Matthias Roman Catholic Church sponsors and facilities and each of their respective managers, agents, and employees harmless from any such liability arising out of his exhibiting at said show.**
- 3. St. Matthias Roman Catholic Church provides no insurance on property of the exhibitor or against the acts or omissions of the exhibitor, its agents, or employees. All insurance for personal property and public liability must be carried by the exhibitor.**
- 4. Spaces are rented on a first come, first serve basis. No refunds of rental fee once paid, unless show is filled when the exhibitor's fee and registration are received. If in the sole judgment of St. Matthias Roman Catholic Church, the show should not be held for any reason, this agreement shall terminate and the exhibitor waives any claim for damages except return of rental fee. Rented spaces shall not be subleased, nor shall any person other than the accepted exhibitor occupy or exhibit at the rented space. All names shall appear on this agreement. Those operating otherwise shall be refused rental spaces at the current and future shows.**
- 5. The character of the exhibits shall be limited to handmade arts and crafts and one vendor per outside product ( i.e.: Scentsy, Avon, etc.). Exhibitors agree to remove from display and sale articles which St. Matthias Roman Catholic Church determine not to be appropriate and shall hold St. Matthias Roman Catholic Church and its managers harmless from any liability arising out of its refusal to allow sale of goods determined not to be fitting for the craft and vendor sale. No weapons or dangerous items will be allowed and we have the right to refuse any items that contradict our beliefs or for any other reason.**
- 6. Police and Fire regulations must be observed. No parking in fire lanes. Vehicles may be ticketed and towed at owners' expense. If electrical connections are available, all electrical connections require a multi-outlet strip with circuit breaker and surge suppressor.**
- 7. Exhibitors will leave premises in a clean condition remove all rubbish, etc., prior to leaving. Any damage to structure, property or the premises arising out of acts or omissions of the exhibitor, its agents or employees shall be paid for in full by the exhibitor as determined by St. Matthias Roman Catholic Church, sponsors and manager of the facilities.**
- 8. Distribution of advertising materials on the premises is NOT permitted without prior approval from St. Matthias Roman Catholic Church.**
- 9. Unload as quickly as possible. DO NOT block doorways. Move vehicles immediately to exhibitors parking area. DO NOT set up while unloading. After the show begins, no setup will be allowed. The space and rental fee paid shall be forfeited. No packing of items is allowed prior to the end of the show without consent of St. Matthias Roman Catholic Church or Show Chairperson.**
- 10. This agreement shall be governed by the laws of the State of Indiana. If any provision of this agreement is determined to be unenforceable, the remaining provisions shall remain in full force and effect.**