

FALL CRAFT EXPO

SATURDAY, OCTOBER 13, 2018

9 AM – 3 PM

AT

HOLY CROSS LUTHERAN CHURCH

8945 VETERAN'S MEMORIAL PARKWAY

O'FALLON, MO.

Holy Cross Lutheran Church, located at 8945 Veteran's Memorial Parkway in O'Fallon, is accepting applications for their Fall Craft Expo. The Church, located just west of Hwy K, is in a high traffic area, making it a great location for a Craft Expo.

We have chosen Saturday, October 13, 2018, for our Expo. Doors will be open from 9:00 a.m. until 3:00 p.m. for sales. Signs will be posted along heavily traveled roads in the area one week prior to the event. We will also be advertising in the local newspapers, internet calendars, placing announcements in other area church bulletins and posting flyers on public bulletin boards.

Attached you will find a Craft Fair Application, Regulations and Instructions page and a Release of Liability Form. Please read all information carefully, sign where indicated and return all forms, photos and fees to: **HOLY CROSS GRACE GUILD, c/o Elaine Howard, 8945 Veterans Memorial Parkway, O'Fallon, Mo. 63366. (make checks or money orders payable to Holy Cross Grace Guild)**

If you have any questions, please feel free to contact: Elaine Howard – 636-978-3202 or 314-705-1171 or email – elaine63368@charter.net or Joyce Niewald at 636-272-4505.

Thank you for participating

Elaine Howard,

Applications Admin.

HOLY CROSS LUTHERAN CRAFT EXPO

Saturday October 13, 2018, 9:00 a.m. – 3:00 p.m.

8945 Veteran's Memorial Parkway, O'Fallon, Mo. 63366

Regulations and Instructions:

1. All applicants and workers under the age of 18 must be accompanied by an adult at all times.
2. Crafters may choose to setup on Friday after 2:00 pm or Saturday morning beginning at 7:00am.
3. Entrants pay \$35 for a 6' x 8' space. Electricity is an additional \$5. Electrical outlets are limited and will be assigned on a first-come first-served basis. Tables may be rented for \$10 each. Fees are not refundable after **October 1st**.
4. Entrants must provide all their own equipment and table covers. Tables may be rented from the church. Tables should be skirted to the floor. All spaces will include one chair. Additional chairs provided upon request. Entrants are responsible for setting up and clearing their area.
5. Handcrafted, handmade or items of a craft nature will be in the gym. Non-handmade items allowed only at the approval of the organizer and may be assigned in a classroom space if available. **No flea market, antiques or garage sale items allowed.** We reserve the right to reject items we find in poor taste or any person who does not conform to the regulations.
6. No food or drink may be sold or served. Food and drinks will be available to purchase.
7. Holy Cross Lutheran Church or its Grace Guild will not assume responsibility for damage or theft of sale items or personal belongings, nor will they be responsible for personal injury incurred directly or indirectly as a result of the Craft Fair.
8. Spaces will be assigned in the order applications are received. Spaces not claimed by 8:00 am Saturday morning will be assumed as no-shows and will be filled by neighboring crafters.
9. Letters will be mailed approximately two weeks before the Craft Fair informing you of your space numbers and closest entrance. Please unload your merchandise then move your car so others may unload.
10. In compliance with the Missouri Department of Revenue, we will be submitting names and addresses of all participants. Missouri State Sales Tax collection and disbursement is the responsibility of participant.
11. To conform to O'Fallon City Licensing Regulations, we obtain an "umbrella" itinerant vendors license. This requires us to submit all participants' names and addresses to the city.
12. Holy Cross Lutheran Church facility and grounds are smoke free and alcohol free. No concealed weapons allowed.
13. All regulations and instructions must be read and application signed by all people working in your space.