



Annual "Made from the Heart" Holiday Craft Fair

Sponsored by: Sunrise Optimist Club – North Topeka

2024 Contract/Application 2024

(Please submit Applications by Saturday, October 19, 2024)



Saturday, November 2, 2024 – 9:00am – 4:00pm

Application Date: \_\_\_\_\_

Please print:

NAME \_\_\_\_\_ PHONE# \_\_\_\_\_

WORK/CELL# \_\_\_\_\_ ADDRESS \_\_\_\_\_

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

E-MAIL ADDRESS: \_\_\_\_\_

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

CRAFT DESCRIPTION: \_\_\_\_\_

Do you have a Kansas Retail Sales Tax Certificate?  Yes  No

If Yes, please provide the Certificate Number: \_\_\_\_\_

PREFERRED LOCATION REQUEST \_\_\_\_\_ (The "Made from the Heart" Holiday Craft Fair reserves the right to assign final booth location, and could be different from your preferred location).

Please indicate if you would like to reserve your space for next year's Craft Fair.  Yes  No

FEE SCHEDULE:	Quantity	Fees
9' frontage x 8' depth Booth Space @ \$45		\$
10' frontage x 9' depth Booth Space @ \$55		\$
Electricity available in 10' x 9' Booth Spaces Only (Please Note: Not all 10' x 9' Booths have access to an electrical outlet! Please indicate if needed)	Yes	No
8' Table provided in each booth, additional 8' tables available @ \$10/ea		\$
<b>TOTAL FEES ENCLOSED:</b>		\$
*Two chairs are provided at each booth. Please indicate if you need them:	Yes	No

By signing below, I acknowledge that I have read and understood this application, and agree to abide by all the rules including selling only my original hand-crafted work. I understand that violations may result in ejection from the show and/or elimination from future shows. I understand that the Sunrise Optimist Club, "Made from the Heart" Holiday Craft Fair, its association, directors, along with any paid personnel and volunteers of the fair are in no way responsible for any loss, damage to property, or personal injury of any kind, and I hereby release those entities and individuals from any liability connected to my participation in the "Made from the Heart" Holiday Craft Fair. A handling fee of \$15 is kept if cancellation is received by October 26, 2024. I understand there are no refunds after October 26, 2024, regardless of weather. I also agree, unless I receive prior permission from the "Made from the Heart" Holiday Craft Fair Chair Person my booth will remain open for business from 9:00 AM - 4:00 PM and I will NOT begin to tear down until 4:00 PM.

Crafter's Signature \_\_\_\_\_ Date \_\_\_\_\_

Sign and return with your fee made payable to: Sunrise Optimist Club, P.O Box 8816, Topeka, KS 66608. You will be notified (by e-mail or mail) of your acceptance prior to the fair with a confirmation letter, assigned location and a "Made from the Heart" Holiday Craft Fair advertisement flyer. Please submit Applications by Saturday, October 19, 2024. Please make a copy of this contract for your records.

Office use only

Date Received \_\_\_\_\_ Total enclosed \$ \_\_\_\_\_ Assigned Location Confirmed \_\_\_\_\_



CUT HERE

Our Annual "Made from the Heart" Holiday Craft Fair will be November 2, 2024 at the Sunrise Optimist Event Center, 720 NW 50<sup>th</sup> Street, Topeka, KS. Booth spaces have either a 10' frontage x 9'depth, or 9' frontage x 8' depth. An 8 ft table and two(2) chairs are provided at each booth. Only handmade finished art and craft items are to be sold. No buy/sell, factory, imported, mass produced; wholesale or readymade items may be sold. No raffles.

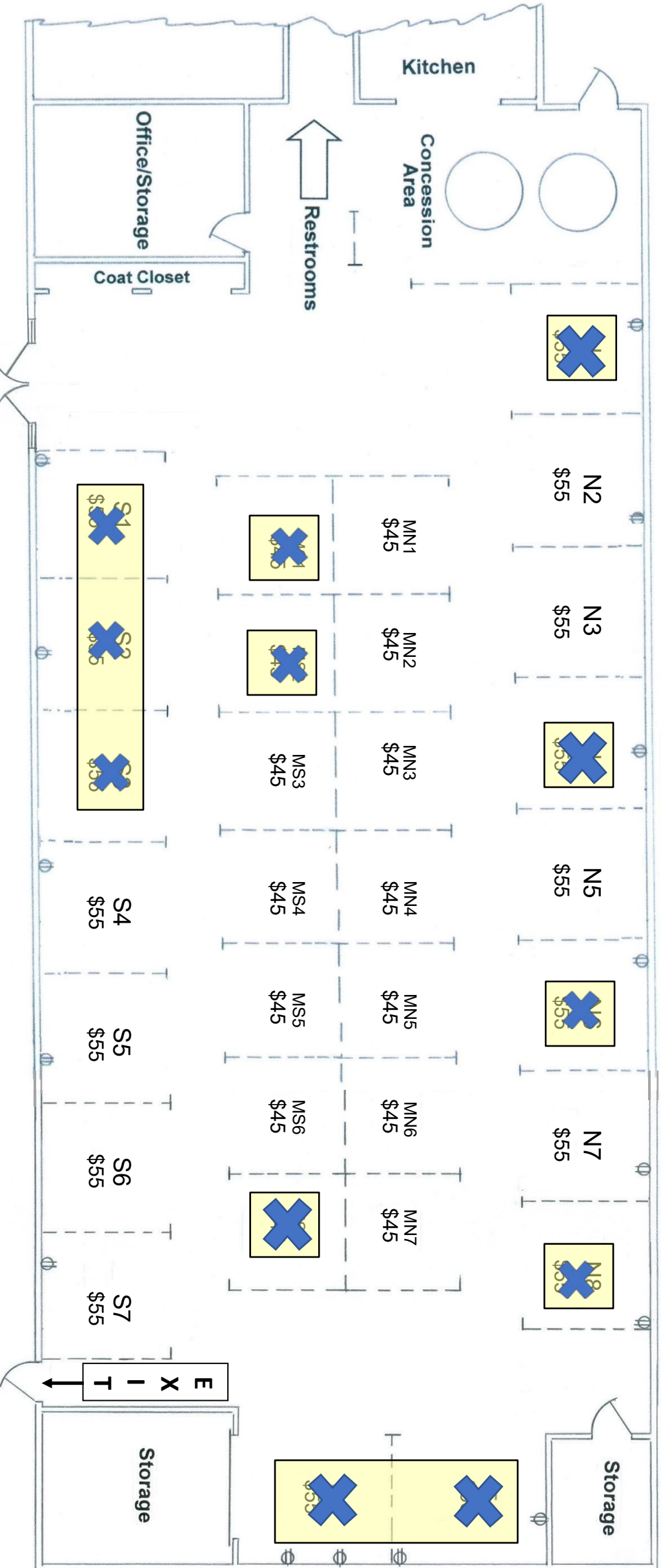
Set up time for booths will be Friday, November 1, 3:00 PM - 8:00 PM and Saturday, November 2, 7:00AM - 8:30AM. Information booths will be open during set up times. Nothing may be attached to the walls. Extension cords will not be provided; please supply your own along with tape to secure the cords. Crafters agree to have someone operating their booth at all times. The booth shall remain open for business from 9:00 AM-4:00 PM and will NOT begin tearing down until 4:00 PM. Once the fair is over vacating the building by 6:00 PM is greatly appreciated. NO SMOKING in the building. Concessions will be available.

Crafters agree to assume full responsibility for loss or damage to their person or works. Reporting of sales tax collected will be the responsibility of the crafters.

Crafters who have not exhibited with us before agree to submit a photo(s) of their work with the contract/application. The photo(s) will not be returned.



**X** = Indicates SOLD!



⊕ - indicates electrical outlet

# Sunrise Optimist Event Center

720 NW 50<sup>th</sup> Street, Topeka

Floor Plan Updated: **September 25, 2024**