



KIRKMONT CHURCH'S  
3RD ANNUAL  
**ARTS & CRAFTS  
SHOW**



## 3RD ARTS & CRAFTS SHOW APPLICATION

**10 AUGUST 2024**

**3377 SHAKERTOWN ROAD - BEAVERCREEK, OHIO 45434**

**Business Name:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City/State/Zip:** \_\_\_\_\_

**Cell Phone Number:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**Are you a member of Kirkmont? YES NO**

**Please describe the items you will bring in a few words:**

*(if you applied last year and will bring the same items, we still have your information; however, let us know if you want the same location).*

\_\_\_\_\_

\_\_\_\_\_

**EARLY BIRD COST is \$30 for an 8' x 7' booth including one 8' table and 2 chairs. Payment is due to Kirkmont NLT 30 April 2024. Cost as of 1 May 2024 is \$45 per booth.**

**How many booth(s) would you like? \_\_\_\_\_**

**Thanks, I'll bring my own display table/display racks, etc. \_\_\_\_\_**

**This is an indoor event and there is a limited amount of electricity available (no extra charge).**

**Do you want to be considered for a location with access to electricity? YES NO**

# RULES AND POLICIES



**THIS IS A JURIED SHOW:** We will accept only handmade/homemade items. If the committee determines your item(s) are outside the spirit of a church-held sale or are not handmade/homemade, we have the right to refuse your application. In addition, we want to provide a variety of products and therefore will limit the number of related items.

**WEBSITE/FACEBOOK/PICTURES:** Please provide your website or Facebook page (on the line below) showing your craft. If not available, please provide 2-3 pictures showing what you will bring to the show. Pictures must be submitted with your application.



---

## PAYMENT:



- Cost is **\$30 for an 8' X 7' booth** including one 8' table and 2 chairs. Payment is due to Kirkmont NLT 30 April 2024. Cost as of 1 May 2023 is **\$45 per booth**.
- Payment must be made within 21 days of application approval. After 21 days, your reservation will be removed.
- Payment may be made via check, payable to **Kirkmont Church**.
- **No refunds after August 1st.** Note: If the event is cancelled by Kirkmont, we will refund your fees.

## ELECTRICITY:

- There will be limited electricity available. You must indicate in your application that you want to be considered for a booth with electricity and bring your own UL-approved cord.



## SET-UP/TEAR DOWN:



- The facility will be available from 2:00 pm to 6:00 pm, Friday, August 9 and from 8:00 am – 9:45 am, Saturday, August 10. Everything must be set up and ready to go by 9:45.
- Doors will open at 10:00.
- Tear down will begin at 3:00 pm and must be complete by 5:00 pm.

- All booth spaces will be preassigned. Your booth items must fit within your space. You are responsible for ensuring all tables, racks, chairs, craft items, and people working in your booth can fit in your booth space without spilling over into other booths or the aisle.



- All food trucks will be assigned specified locations and are expected to take all refuse with them. Additionally, you will need to provide your own electricity/generator. Seating will be available inside for patrons who wish to sit down.
- While there may be folks on hand to assist, there is an expectation that crafters will be able to get all their items from their vehicle to their show space independently. A ramp is available to assist with using carts.
- Please do not begin packing up until the show closes at 3:00 pm.
- If your space is not occupied by 9:30 am on the day of the show, and we have not heard from you that you are coming late, your space may be forfeited.
- Kirkmont Church is not responsible for injury, loss, or damage. It is recommended that Vendors obtain a minimum of \$1,000,000 combined single limit bodily injury and property damage insurance coverage for the duration of this event. Vendors are responsible for their own merchandise and insurance. Vendors assume all risk and liability for damage and loss. Building will be locked after hours.
- Accepted crafters who find they cannot attend our show should contact show coordinators at the address below. They may not find their own substitutes. Sub-leasing a space is prohibited.
- Vendors may only bring crafts like those that have been juried.
- Collection of any sales tax is the vendor's responsibility.
- There is no guarantee of onsite WIFI. Please make sure you have your own internet connection.

### CONTACT INFORMATION:



For more information please contact us.

**E-mail:** [office@kirkmont.org](mailto:office@kirkmont.org)

**Mail:** Kirkmont Church  
3377 Shakertown Road  
Beavercreek, OH 45434

You must also sign and return this RULES AND POLICIES notification with your application.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date