

SAULT STE. MARIE 2018
ARTS, CRAFTS and FAMILY FUN FAIR
APPLICATION & RULES
EUP COMMUNITY DISPUTE RESOLUTION CENTER
Attn: Arts Fair, PO Box 505, Sault Sainte Marie, MI 49783
www.saultcraftfair.org
Email: info@saultcraftfair.org

- SHOW PLACE:** On the lawn of City Hall, 225 E. Portage Ave. Sault Sainte Marie, Michigan
- DATE:** June 29th 2018
- SHOW HOURS:** 10:00 AM TO **5:00** PM Rain or Shine. Be prepared to protect your display.
- SET UP TIME:** 7:00AM – 9:00AM Spots will be clearly marked and we will be on site beginning at 7:00 AM to provide assistance. **All vehicles must be off grounds and driveway by 9 a.m.**
- CONTACT:** Geraldine Stelmaszek Phone: 906-253-9840 Fax: 888-664-6402
Email: coordinator@saultcraftfair.org
- DEADLINE:** **June 4, 2018** or when show is filled. If space is available we will accept applications up to show day with a \$10.00 late charge.
- JURY:** New vendors must submit a list of their products along with representing photos. Photos can be submitted as attachment to an email addressed to photos@saultcraftfair.org. If sent by regular mail and you wish to have them returned, please provide a Self-Addressed Stamped Envelope. **No Commercial Vendors except Food. No Catalog sales.**
- CONFIRMATION:** Will be sent within 30 days of payment receipt. Confirmation must be prominently displayed in your booth during the show.
- FOOD LICENSE:** Vendors selling food must enclose a copy of your food license **when submitting an application**. Please wear gloves and keep foods needing refrigeration on ice. Dog/cat treat vendors must submit a copy of their agriculture license when applying.
- NSF CHECKS:** A \$30 fee will be charged for checks with insufficient funds. This fee must be paid by Money Order within 10 days along with any other monies due in order to receive a new confirmation for a space in the show or original space.
- NO RAIN DATE:** Priority given in 2017 if hard rain occurs. NO REFUNDS. You may write it off on your income taxes if cancelled due to hard rain.
- ALL CITY PARK RULES APPLY:** Everyone must abide by City Park rules. A few are: no alcohol, pets, fires or flames of any kind. DO NOT tear up grass or dig holes. Please leave it as you found it. Vendors are reminded that **City Hall Restrooms are for city business use only** and to please use the portable toilets we are providing.
- VOLUNTARY DONATIONS:** ***We would happily accept a donation of one of your products, along with your business card, to be used in a future raffle to benefit the EUP CDRC.***

SAULT STE. MARIE 2018 APPLICATION AND RULES (BACKSIDE)
CHECKS OR MONEY ORDERS MADE OUT TO:
"EUP COMMUNITY DISPUTE RESOLUTION CENTER" or just "EUP CDRC"

PRINT USING BLUE OR BLACK INK. Printed name needs to sign below. You may also fill the form online and then print it using the Print Form button at the top right of this page.

Separate applications for those sharing a booth with **"one check"** and requests to be **"Next to each other"** must be in the same envelope. You may not sell your space. If you need to cancel, contact us as indicated on the reverse side to discuss arrangements that might be made.

Business Name: _____ Contact Name: _____

ADDRESS: _____ PHONE: _____

CITY: _____ STATE: _____ ZIP: _____ FAX: _____

WEB SITE: _____ CELL: _____

EMAIL: _____ OTHER: _____

SALES TAX # _____

DESCRIBE YOUR ART, CRAFT OR PRODUCT: (Attach a separate page if necessary)

All unapproved items found must be removed or Security will assist you in leaving the show quietly even during show hours **WITH NO REFUND. Vendors selling food must enclose a current copy of your food license with application. Pet treat vendors must submit a current copy of their agriculture license. It is your responsibility to report all sales tax to the State of Michigan.**

Enter your space preference here from our site map. **1 Letter + Numbers (Like A-10)** First choice _____ Second choice _____
 If neither choice is available we will call you with options.
Space Fee: 12 X 12 = \$85.00 24 X 12 = \$150.00 Food Vendors (space is 18 X 30) = \$120.00
Please contact us for pricing if you desire more space than indicated above.
A limited number of spaces are available in the food vendors court with 20 amp electricity included in your site fee.
Please send a check or money order with your application.

I have read both sides and understand all rules and regulations of this application and do agree to abide by them and by the City of Sault Ste Marie. Neither EUP Community Dispute Resolution Center, Inc. nor the City of Sault Ste Marie can be held responsible for you or your set up. You must have your own insurance. The City of Sault Ste Marie Police Officers have the right to ask you to leave for any wrong doing, misrepresentation or disruption within the show or park.

The signature of responsible parties printed above **must be the ones to sign below.**

Signature is required to be considered: _____ Date: _____

FOR OFFICE USE ONLY

SECTION	BOOTH#	BOOTH SIZE	ELEC	BOOTH PRICE	AMT PAID
CHECK/MO DATE	CHECK/MO #	DATE Rcvd			
NSF DATE	2nd CHECK/MO DATE	CHECK/MO #	POST-MARKED		
DATE RCVD	DATE DONE	REFUND CK#	DATE	AMOUNT \$	
PHONE CALL DATE	SECOND CALL	LETTER SENT	RESPONDED		