Dear Artist/Crafter:

Thank you for your past participation and/or interest in Munster Parks and Recreation’s Arts & Crafts Fairs. The following five arts and crafts fairs will be held in 2019:

- 21st Annual Car Show with Spring Arts & Crafts Fair: May 4, 2019 | Rain Date 5/5/19
- 10th Annual Grape Escape: July 20, 2019
- 37th Annual Summer Arts & Crafts Fair w/"Pooch"apalooza: August 18, 2019
- 8th Annual Pumpkins, Witches & Hayrides, Oh My!: October 5, 2019
- 33rd Annual Holiday Arts & Crafts Fair: December 7 & 8, 2019

The Holiday Arts & Crafts Fair is held inside at Munster High School, with the other four being held outside in our parks. The Spring Arts & Crafts Fair at Community Park is held in conjunction with our popular 21st Annual Car Show and is the only fair with a rain date. All our fair fees are non-refundable once payment is received; however, in the case of inclement weather for the Car Show only, the rain date will give you another opportunity to sell your product.

Except for the Holiday Arts & Crafts Fair, all fairs are held in conjunction with other events, increasing the attendance for our vendors. The Spring Fair is held with our Car Show, The Grape Escape with a wine festival, the Summer Fair is held with “Pooch”apalooza and Pumpkins, Witches & Hayrides, Oh My! is held with a Business Fair. You may also be interested in participating in our Community Market throughout the Summer and Fall. Separate applications for that event can be found online at www.munster.org.

Please find attached our Rules & Regulations as well as a 2019 Application. Please read the instructions carefully for these fairs. Do note that past participation does not guarantee that you will be selected. The Holiday Arts & Crafts has a strict deadline. Do not delay in submitting your application as booth space is limited. All fairs will remain open until filled. The Rules and Regulations will be administered in a fair and consistent manner to all applicants. Incomplete applications will not be juried, regardless of past participation.

Except for the Holiday Fair, all other fair applications will be juried and, if approved, checks will be cashed as they arrive at the Munster Parks and Recreation office. The Holiday Fair is juried by committee and consists of handmade items only. All Applications for the Holiday Fair will be juried on March 1. Therefore, we ask that you postdate your check for the Holiday Fair, March 1, 2019. If you are accepted into this fair, your check will be cashed shortly after March 1. You may also pay by credit card by checking the box provided. We will contact you once you are accepted to charge your card.

Thank you again for your interest in our Arts & Crafts Fairs and Festivals. If you have any questions or concerns, please do not hesitate to contact me at (219) 836-6923. We look forward to seeing you all in 2019.

Sincerely,

Barbara L. Holajter
Superintendent of Recreation
2019 ARTS & CRAFTS FAIR
RULES & REGULATIONS

SET UP TIME:
CAR SHOW & ARTS & CRAFTS FAIR
Saturday: 6:30 AM to 9:00 AM
SUMMER ARTS & CRAFTS FAIR
Sunday: 6:30 AM to 9:00 AM
GRAPE ESCAPE WINE FESTIVAL and
PUMPKINS, WITCHES & HAYRIDES
Saturday: 8:30 AM to 10:00 AM
HOLIDAY FAIR
Saturday: 6:30 AM to 9:00 AM
Sunday: 8:00 AM to 9:00 AM
For Fairs held at Munster High School, Munster
Parks and Recreation and Munster High School
assume no responsibility for displays and/or
merchandise.) SET UP IS NOT ALLOWED AT
ANY TIME PRIOR TO HOURS LISTED ABOVE.

SHOW HOURS:
CAR SHOW & ARTS & CRAFTS FAIR
Saturday: 9:00 AM to 3:00 PM
THE GRAPE ESCAPE WINE FESTIVAL
Saturday: 1:00 PM to 8:00 PM
Vendors can set up as early as 10:00 AM and sell.
SUMMER ARTS & CRAFTS FAIR
Sunday: 9:00 AM to 3:00 PM
PUMPKINS, WITCHES & HAYRIDES
Saturday: 10:00 AM to 2:00 PM
HOLIDAY ARTS & CRAFTS FAIR
Sat & Sun: 9:00 AM to 4:00 PM

LOCATION:
SPRING FAIR
Community Park, 8601 Calumet Ave.
GRAPE ESCAPE, SUMMER FAIR and
PUMPKINS WITCHES & HAYRIDES
Centennial Park, 901 N. Centennial Dr.
HOLIDAY FAIR
Munster High School, 8808 Columbia Avenue

DEADLINE:
Applications will be accepted until the fair is filled.
Vendors will be notified whether or not they have
been entered into the Fair. If a SASE is not provided,
you will be contacted by email (please print
clearly). If you do not provide an SASE or email, it
is your responsibility to call us regarding acceptance.

electric fee:
A limited amount of electricity is available for the
Grape Escape, Summer, Pumpkins, Witches &
Hayrides Fairs, please call Barb (219) 836-6923 to
arrange.

APPLICATION/JURY REVIEW:
Applications will be reviewed by Munster Parks and
Recreation staff on an individual basis. Vendors will
be accepted into the fair based on jury requirements
being met (see page 4) and on the number of media
received. The jury reserves the right to reject any
application. All Fair applications will be juried
and checks cashed as they arrive at the Munster
Parks and Recreation office, except for the
Holiday Fair where all applications will be juried
together on March 1st.

MEDIA ACCEPTED:
All handcrafted, handmade media, including: Oil
Painting, Pen & Ink Drawing, Watercolors, Acrylics,
Blown Glass, Tole Painting, Sculpture,
Clay, Pottery, Photography Prints, Wood, Fabric,
Carvings, Calligraphy, Floral, Ceramic, Candles,
Soaps & Lotions, Jewelry & Wearable Art.

PAYMENTS:
All forms of payment are accepted, including checks,
cash and credit cards. All Holiday Fair checks
should be postdated to March 1. Non-Sufficient
Fund Checks will be assessed a $27.50 Service
Charge.

REFUNDS:
NO refunds will be made once you are confirmed as
a Vendor into the Fair. Come prepared for sun, rain
or wind as no refunds are given for bad weather.

ADVERTISING:
Newspaper Advertising, Posters, Flyers, Banners,
Electronic Message Board, Craft Fair Publications,
websites, email blasts, Seasonal Recreation Guides
and Social Media.

PARKING:
Vendors must park their vehicles in an assigned
parking area by designated time. Parking is free of
charge.

TAX RATE:
The Indiana Retail Tax Rate is 7%. Please have
your “Retail Merchant Certificate” with you. If you
do not have a Retail Merchant Certificate, you may
register on-line at www.in.gov, locate the Forms
icon, and complete Form BT-1. You may also
register at the Merrillville District Office
(219-769-4267) located at 8368 Louisiana Ave.,
Merrillville, IN.
2019 ARTS & CRAFTS FAIR 
RULES & REGULATIONS

1. JURY REQUIREMENTS: All items must be handmade in the USA by the exhibitor. Vendors must submit four photographs of their work for each product type. This includes 2 “IN PROGRESS PHOTOS” (starting and mid-way progress) and two “FINISHED” photographs. Vendors may also bring their items into the Munster Parks and Recreation Office for approval.

Vendors not accepted into the Fair will have their photos returned. Accepted vendors will have their photos returned at the Fair.

2. Vendors must be 18 years of age or older.

3. NO IMPORTS, WHOLESALERS or FLEA MARKETS will be allowed. All Arts & Crafts must be handmade and original works and designs of the Vendor. Munster Parks and Recreation reserves the right to limit the number of entries per media.

4. NO ACCESSORIES (unless they are the handmade and original works and designs of the Vendor) can be sold.

5. NO GIFT BASKETS of any kind are to be sold by Arts & Craft Vendors.

6. Vendors may only sell the items that were approved with their application. If non-approved items are displayed for sale for any reason, vendors will be asked to remove these items. If the item(s) are not removed, vendors will be asked to leave the Fair, and will not be accepted into any future Fairs or events. This includes any Fair or event into which the vendor has already been accepted.

Vendors should price their items accurately and refrain from using “discount” or “sale” language.

7. Vendors are required to exhibit both days and all hours of the Fair, and be on time. Early breakdown is prohibited. Vendors who fail to exhibit the entire Fair (i.e. no-shows) will not be accepted into future Fairs or events. This includes any Fair or event into which the vendor has already been accepted.

8. Booth areas must be kept clean and neat at all times with boxes, supplies and personal food items hidden from view. At the end of the fair, the vendor booth and area must be left clean, trash free, and as it was found. For indoor fairs held at Munster High School, vendors are to remove the masking tape from the floor and around your booth space before the doors open to the public on Saturday.

9. Vendors may not display or distribute any arts and crafts or information pertaining to their arts and crafts outside their designated booth(s). Any violators of this rule will be asked to leave the Fair immediately.

10. DEMONSTRATIONS: Vendors are encouraged to demonstrate their work. If your demonstration will do damage to the floor, you must bring a floor covering (i.e. rug) to cover the area where you will be demonstrating.

11. No candle or incense burning is allowed.

12. THERE IS NO STAKING OF TENTS AT CENTENNIAL PARK. ALL TENTS MUST BE HELD DOWN WITH WEIGHTS.

13. Electrical outlets may only be used if the appropriate fee is paid. If you request an electrical outlet(s), you must bring your own electrical cords and tape.

14. Vendors must supply their own displays, chairs, tables, props and table coverings. No defacement or hanging anything on the walls of this facility is allowed.

15. NO ALCOHOLIC BEVERAGES and/or SMOKING are allowed. NO PETS are allowed in Munster High School. All violators of these rules will be asked to leave the Fair and will not be accepted into future Fairs. This includes any Fair(s) that the vendor has already been accepted into.

16. Please follow an appropriate dress code.

17. Questions from vendors prior to the Fair may be answered by calling Munster Parks and Recreation at (219) 836-7275. During the Fair, Munster Parks and Recreation staff is available to answer any questions or concerns at the check-in/information table. For emergencies only, please call (219) 712-6321.

If you need additional application forms, please visit our website @ www.munster.org.
If you DO NOT want to receive this mailing in the future, please call (219) 836-6923 or email bhola@munster.org and we will remove you from our mailing list.
2019 ARTS & CRAFTS FAIR
VENDOR APPLICATION
(Please print clearly)

Name(s): __________________________________________

Business Name (if applicable): __________________________________________

Address: ____________________________________________________________

City: __________________________ State: __________ Zip Code: __________ License Plate #: ______________________

Business Number: (_____) ________ Cell Number (_____) __________ E-mail Address: ________________________________

Describe Arts & Craft (in detail). All items must be listed:

7% SALES TAX IS INCLUDED IN BOOTH AND ELECTRIC FEE. LATE FEE IS NON-TAXABLE.

<table>
<thead>
<tr>
<th>Fair Name &amp; Date</th>
<th>Booth Fee</th>
<th>Electric Fee</th>
<th>Late Fee</th>
<th>Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Car Show &amp; Spring A&amp;C Fair, Saturday, May 4, 2019</td>
<td>Booth Size (10'x10') $53.50/1 booth +</td>
<td>N/A</td>
<td>April 22, 2019</td>
<td>$20.00</td>
</tr>
<tr>
<td>Grape Escape Wine Festival, Saturday, July 20, 2019</td>
<td>Booth Size (10'x10') $53.50/1 booth $107.00/2 booths</td>
<td>Please call</td>
<td>July 8, 2019</td>
<td>$20.00</td>
</tr>
<tr>
<td>Summer A&amp;C Fair, Sunday, August 18, 2019</td>
<td>Booth Size (10'x10') $53.50/1 booth $107.00/2 booths +</td>
<td>N/A</td>
<td>August 5, 2019</td>
<td>$20.00</td>
</tr>
<tr>
<td>Pumpkins, Witches &amp; Hayrides, Saturday, October 5, 2019</td>
<td>Booth Size (10'x10') $32.10/1 booth $64.20/2 booths</td>
<td>N/A</td>
<td>Sept. 23, 2019</td>
<td>$20.00</td>
</tr>
<tr>
<td>Holiday A&amp;C Fair, Saturday and Sunday, December 7 &amp; 8, 2019</td>
<td>Booth Size (10'x10') $156.22/1 booth $312.44/2 booths +</td>
<td>1 Plug</td>
<td>March 1, 2019</td>
<td>$20.00</td>
</tr>
</tbody>
</table>

Instructions
1. Select fair(s) to participate.
2. Add booth, electric and late fees.
3. 7% sales tax is included.
4. Add non-taxable late fee (if applicable).
5. Enter total fees in Total Amount column.

Payment
1. Provide separate checks for each event.
2. Make all checks payable to "Town of Munster."
3. Mail to Munster Parks and Recreation
   1005 Ridge Road, Munster, IN 46321
4. If paying by credit card, circle #4 and we will call you if you are accepted.

Amount Enclosed

Check Number ________________

LIABILITY STATEMENT
(MUST BE SIGNED BEFORE YOU CAN PARTICIPATE IN THIS FAIR)

MUNSTER PARKS AND RECREATION and MUNSTER HIGH SCHOOL will not be held responsible for any loss, damage, defacement or destruction of any property displayed by the Vendor no matter how it is caused. This also includes Personal Injury.

MUNSTER PARKS AND RECREATION provides no insurance on the Vendor or against the acts or omissions of the Vendor, its agents or employees. All insurance for personal property, public liability and personal injury must be carried by the Vendor.

ALL ARTS & CRAFTS MUST BE HANDMADE & ORIGINAL DESIGNS OF THE VENDOR. I agree that I have read and understand the contract. I agree to exhibit at the above listed show(s) under all listed and specified conditions within this contract (see Rules & Regulations).

NAME (Please Print): ________________________________

SIGNATURE: ________________________________ DATE: ________________________________

PHOTOGRAPHS OF PRODUCTS MUST BE SUBMITTED WITH THIS APPLICATION OR EMAILED.