



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 2020:

22nd Annual Car Show with Spring Arts & Crafts Fair	May 2, 2020 Rain Date 5/9/20
12 th Annual Grape Escape	July 18, 2020
1 st Annual Bow Wow & Meow Pet Fair, formerly "Pooch"apalooza	August 22, 2020
9 th Annual Pumpkins, Witches & Hayrides, Oh My!	October 3, 2020
34 th Annual Holiday Arts & Crafts Fair	December 5 & 6, 2020

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 22nd 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 being replaced with Bow Wow & Meow Pet Fair, our newest animal lover attraction, and Pumpkins, Witches & Hayrides, Oh My! will now be a Trunk or Treat event (all are welcome). 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 2020 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 2. Therefore, we ask that you postdate your check for the Holiday Fair, March 2, 2020.** If you are accepted into this fair, your check will be cashed shortly after March 2. 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) 836-6926. We look forward to seeing you all in 2020.

Sincerely,

A handwritten signature in black ink that reads "Jill Higgins". The signature is written in a cursive, flowing style.

Jill Higgins
Superintendent of Recreation



**2020 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: _____

Social Media Information for advertising: Facebook Business Name: _____ Instagram Name/Handle: _____

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.

Fair Name Date	Booth Fee	Electric Fee	Late Fee	Total Amount
Car Show & Spring A&C Fair Saturday, May 2, 2020	Booth Size (10'x10') \$53.50/1 booth +	N/A	April 24, 2020 \$20.00 =	\$
Grape Escape Wine Festival Saturday, July 18, 2020	Booth Size (10'x10') \$53.50/1booth \$107.00/2 booths	Please call	July 2, 2020 \$20.00 =	
Bow Wow & Meow Pet Fair Saturday, August 22, 2020	Booth Size (10'x10') \$53.50/1 booth \$107.00/2 booths +	N/A	August 7, 2020 \$20.00 =	\$
Pumpkins, Witches & Hayrides Trunk or Treat Saturday, October 3, 2020	Booth Size (10'x10') \$32.10/1 booth \$64.20/2 booths	N/A	Sept. 18, 2020 \$20.00 =	\$
Holiday A&C Fair Saturday and Sunday, December 5 & 6, 2020	Booth Size (10'x10') \$156.22/1 booth \$312.44/2 booths +	1 Plug \$21.40	March 2, 2020 \$20.00 =	\$ <i>Requires separate check dated 3/2/2020</i>

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 _____
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**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.



2020 ARTS & CRAFTS FAIR RULES & REGULATIONS

SET UP TIME:

CAR SHOW & ARTS & CRAFTS FAIR

Saturday: 6:30 AM to 9:00 AM

Bow Wow & Meow Pet Fair

Saturday: 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:

SPRING FAIR & CAR SHOW

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.

BOW WOW & MEOW PET FAIR

Saturday: 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 & CAR SHOW

Community Park, 8601 Calumet Ave.

GRAPE ESCAPE, BOW WOW & MEOW PET 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, Bow Wow & Meow Pet Fair, Pumpkins, Witches & Hayrides Fairs, please call Jill (219) 836-6926 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 2.**

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 2. 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.



2020 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, unless otherwise stated. *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 all 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.

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) 836-6926 or email jhiggins@munster.org and we will remove you from our mailing list.