



Dear Artist/Crafter:

Thank you for your past participation and/or interest in the Munster Parks and Recreation's upcoming Holiday Arts/Crafts Fair. This event will take place Saturday, December 7 from 9AM-4PM and Sunday, December 8 from 9am-2pm at Munster High School. This will be our 37th year – can you believe it!?

This fair has a strict deadline of March 1, or until filled. Upon completion of your application, submit your photos and postdate your check 3/1/2024. The jury will meet March 1 to review all handmade items and from there notices will be made on acceptance. This fair is extremely well-known with over thousands in attendance.

Please note: All fees are non-refundable once payment is received.

Attached is the application, rules and regulations and the jury process. Please read the instructions carefully for this event. **Do note that past participation does not guarantee you will be approved for this event.** Do not delay in submitting your application as booth space will be limited. The rules and regulations will be administered in a fair and consistent manner to all participants. Incomplete applications will not be juried, regardless of past participation.

Reminder: this event is strictly a handmade show. No direct sales will be allowed.

Thank you again for your interest in this Holiday Arts and Crafts Fair. If you have any questions or concerns, please do not hesitate to contact me at jhiggins@munster.org. We look forward to seeing you all!

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

RULES AND REGULATIONS

- 1) APPLICATION/JURY REVIEW: Applications will be reviewed beginning on March 1 – after that bi-monthly. Vendors will be accepted into the Fair based on certain requirements being met and on the number of media already received. The jury reserves the right to reject any application. MPR abides by a 10% rule, meaning only 10% of jewelry is allowed for the entire fair.
- 2) MEDIA ACCEPTED: All handcrafted, handmade media, including: Oil Paintings, Pen/Ink Drawings, Watercolors, Acrylics, Blown Glass, Tole Paintings, Sculpture, Clay, Pottery, Photography Prints, Wood, Fabric, Carvings, Calligraphy, Floral, Ceramic, Candles, Soaps, Lotions, Jewelry and Wearable Art.
- 3) PAYMENTS – All forms of payment are accepted, including checks, cash and credit cards. Checks should be postdated to March 1. If application, pictures and payment are sent in after March 1, please postdate your check to the 1st or 15th of the upcoming month. Non-sufficient fund checks will be assessed a \$27.50 service charge.
- 4) REFUNDS – No refunds or credits will be given once you are confirmed as a vendor into this Fair.
- 5) ADVERTISING – Posters, Flyers, Banners, Electronic Message Board, Craft Fair Publications, websites, email blasts, Seasonal Recreation Guides and social media. Find and follow us on social media ...
 - a. Facebook: Munster Parks and Recreation
 - b. Instagram: MunsterParks
- 6) JURY REQUIREMENTS: All items must be handmade in the USA by the exhibitor. Vendors must submit at least four photos of their work. This includes 2 “IN PROGRESS PHOTOS” (starting and mid-way progress) and two “FINISHED” photos. It is preferred photos are emailed or mailed in. Vendors not accepted into the Fair will have their photos returned. Accepted vendors will have their photos returned at the Fair.
- 7) Vendors must be 18 years of age or older.
- 8) All arts and crafts must be handmade and original works and designs of the Vendor. Munster Parks and Recreation reserves to the right to limit the number of entries per media.
- 9) 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 future events.
- 10) Vendors should price their items accurately and refrain from using “discount” or “sale” language.
- 11) 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 will not be accepted into future events.
- 12) Booth areas must be kept clean and neat at all times with boxes, supplies and personal food items from view. At the end of the Fair, booths must be left clean, trash free and as it was found. Upon arriving Saturday morning, please remove all masking tape from the floor.
- 13) Vendors may not display or distribute any information pertaining to other arts and crafts fairs they will be attending.
- 14) DEMONSTRATIONS: Vendors are encouraged to demonstrate their work. If your demonstration will do damage to the floor, you must bring a floor covering.
- 15) Should you sell pre-packaged food; it will be your responsibility to contact the Lake County Health Department at (219) 755-3655 for specific details and permits. You will be required to have this permit onsite and available, should a Lake County Health Department Food Sanitarian arrive. If the Food Sanitarian chooses to remove you from this event because the proper documentation is not provided, a refund will not be offered.
- 16) No candle or incense burning is allowed.
- 17) Electrical outlets may only be used if the appropriate fee is paid. If you request an outlet, you must bring your own electrical cords and tape.
- 18) Vendors must supply their own displays, chairs, tables, props and table coverings.
- 19) No alcoholic beverages or smoking is permitted.
- 20) Please follow an appropriate dress code.
- 21) Questions from vendors prior to the Fair may be answered by calling Munster Parks and Recreation at (219) 836-7275. During the event, Munster Parks staff will be available to answer questions or concerns at the check-in/information table near Door A.



Holiday Arts and Crafts Fair

December 7-8, 2024

Munster High School

NAME: _____

BUSINESS NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

CELL NUMBER: (____) _____ EMAIL: _____

DESCRIBE YOUR PRODUCT IN DETAIL. ALL ITEMS MUST BE LISTED: _____

Are your in-progress and finalized photos included w/ this application?

Yes No – Application should not be submitted until pictures are attached.

If you will be selling prepackaged food items, please stop by the Lake County Health Department to purchase a permit. For questions, please contact the Health Department directly at (219) 755-3655.

FAIR NAME DATE	BOOTH FEE	ELECTRIC FEE	LATE FEE (Non-Taxable)	TOTAL AMOUNT
Holiday Arts/Crafts Fair Saturday/Sunday, December 7/8	\$156.22/1 Booth \$312.44/2 Booths	1 plug \$21.40	After Friday, March 1 \$20.00	\$

****Tax is included in the above fees. If you are tax exempt and have the appropriate paperwork to include, please contact jhiggins@munster.org for the non-tax rate.**

IF APPROVED, I WILL MAKE PAYMENT BY:

- CASH
 - CHECK – Postdate check to 3/1/2024. If submitting your application after March 1, please postdate your check to the 1st or 15th of that month. Checks can be made payable to: Town of Munster. Check number: # _____
 - CREDIT CARD – Upon jury approval, you will be contacted by phone for payment.
- ✓ **Please note that if you are approved by the jury, your vendor space is not confirmed until payment is made.**

RETURNING VENDORS ONLY (optional)

- ✓ Would you prefer to be placed in the same spot as 2023? YES NO
- ✓ Would you prefer to be placed elsewhere from your spot in 2023? YES N/A
 - *I understand that if I choose to be placed elsewhere, I cannot request a certain location.*
- ✓ I understand that past participation does not guarantee approval in this show. _____

More Application on Back

VENDOR THINGS TO KNOW – Please initial each.

- _____ I understand this fair is strictly for handmade vendors and that all my items abide by this rule.
- _____ Whether you are a returning vendor or new, you are required to submit in progress and final photos of your product. Applications will not be submitted to the jury without proper photographs.
- _____ Applications and pictures will be submitted to the jury. Upon acceptance, payment can be made.
- _____ I understand once I'm accepted into this fair, no refunds or credits will be given for any reason.
- _____ Booth Spaces will be equivalent to 10x10. Some are more rectangular shaped due to placement; however square footage would be the same.
- _____ I understand that should I sell food; it will be my responsibility to contact the Lake County Health Department at (219) 755-3655 for specific details and permits. I understand I would be required to have this permit onsite and available, should a Lake County Health Department Food Sanitarian arrive. I also understand that should I not have the correct permit from the Lake County Health Department and am asked to leave from the Food Sanitarian, I understand there will be no refund.
- _____ All communication regarding this event will be via email. If there are additional emails to add, please include here: _____
- _____ Saturday set-up: 6:30AM-9:00AM
- _____ Sunday set-up: 8:00AM-9:00AM
- _____ I understand that I am to exhibit from Saturday from 9AM-4PM and Sunday from 9AM-2PM.
- _____ I understand it is highly recommended I cover my vendor booth Saturday after I depart.
- _____ Clean-up begins Sunday at 2PM – no earlier.
- _____ I understand it's encouraged of me to share social media and email blasts to my customers.

WHAT'S THE PROCESS?

- 1) Submit your Holiday Arts and Crafts Fair Application by email to jhiggins@munster.org or mail to 1005 Ridge Road, Munster, IN 46321. Be sure to submit your in-progress and final photos of your product with your application.
- 2) All applications and photos submitted by March 1 will be given to the jury for approval on 3/1/2024.
- 3) Any applications and photos submitted after March 1 will be given to the jury for approval on the 1st and 15th of each month or until vendor space is full.
- 4) Upon jury approval, your cash/check will be submitted or you will be contacted for a credit card payment.
- 5) Upon receipt of payment, you will be emailed further details from jhiggins@munster.org.
- 6) Vendors will receive email communication in November regarding information pertaining to this event.

LIABILITY STATEMENT (MUST BE SIGNED BEFORE YOU CAN PARTICIPATE IN OUR EVENTS.)

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 AND ORIGINAL DESIGNS OF THE VENDOR. I agree that I have read and understand the contract. I agree to exhibit at the above listed show under all listed and specified conditions within this contract (see rules and regulations.)

NAME (please print): _____

SIGNATURE: _____ DATE: _____