



WESC Annual Holiday Craft Show Application

Date: Saturday, November 12, 2011

Location: Knob Noster High School gymnasium

Time: Set up: 6:00am-8:00am Fair Hours: 8:00am-4:00pm Tear Down: 4:00pm -6:00pm

Booth Spaces are: \$40.00 each (Booth Space is defined as 10ft x 10ft area)

Military \$35.00

WESC Member \$30.00

1 (one) table is included in the Booth Rental Fee

*Additional Tables are not available for rent and should be provided by each individual vendor.

Table legs are required to be "felted" thus protecting the gymnasium floor.

Felt protection kits will be available for purchase at the event.

Early Bird Special! Vendor applications postmarked prior to **September 20, 2011** will receive a \$5.00 discount. (Not applicable for Military or WESC Vendors)

Vendor Name: _____

Mailing Address: _____

Email Address: _____

Phone Number: _____

Merchandise you will be selling: _____

Requested Number of booths: _____

Total amount enclosed: _____ Check number (if applicable): _____

If you require any of the following, please put a check mark in the appropriate box.

Electrical outlet *Only 10 slots available (Vendors must provide their own extension cord)

Wall Space

Corner space

For Office Use Only

Assigned Vendor Number _____ Invoice Number _____

Date of Postmark: _____ Date Received: _____ Date Processed: _____



WESC Holiday Craft Show Guidelines:

1. Each vendor must provide one door prize marked with their booth number/business name before 9am of show day. This item will become property of WESC.
2. There are a limited amount of spaces available at the craft show. WESC will start filling the spaces for the show once we receive completed applications/monies, so once all spaces have been allocated, no other vendors will be invited. Any Vendor who is a "NO SHOW" will not be considered for next year's show unless exception is made by the WESC committee.
3. Due to the high demand of certain locations, WESC cannot guarantee that a requested location will be available. WESC will try to accommodate vendor needs as best we can, but not all vendors will be able to have electricity, wall or corners spaces.
4. All products and content on display or for sale must be appropriate for the all ages to view.
5. Direct Sales Vendors will provide "Cash and Carry Items." Vendor will have enough "Cash and Carry Items" to fill a 6' x 30" table. Unless prior approval from committee.
6. Setup will begin at 6:00am on Saturday morning, Nov 12, 2011. No one will be permitted to enter the gym the night before. There will be a mandatory Vendor Meeting at 7:45am Saturday morning, prior to doors opening to the general public. Vendors will not be permitted to break down tables until after 4pm
7. Assistance will be available Saturday morning for Vendor Set Up. WESC recommends tipping labors for their time and effort. WESC is not responsible for any damages to vendor property.
8. Vendors should provide their own tablecloths.
9. No candles can be lit in the Gymnasium due to school fire hazard rules.
10. Smoking is not permitted on school grounds.
11. WESC will provide each vendor with a bottle of water and food concessions will be available for purchase.
12. Monies must be turned in along with completed application and a signed copy of these guidelines before September 20, 2011 in order to receive the Early Bird discounted booth price of \$35.00. If the envelope is postmarked after September 20' 2011, vendors must pay the original \$40.00 booth fee. No REFUNDS.
13. Vendor Checks deemed "Insufficient Funds" or "Bounced Checks" will incur an additional \$50.00 processing fee.

By signing this application and guidelines you agree to abide by the guidelines set forth.

Vendor Signature: _____ Date: _____

Make your check or money order payable to: **Whiteman Enlisted Spouses Club**

Completed Application, signed Guidelines & Booth Fees should be mailed to: Whiteman Enlisted Spouses Club
Attn: Craft Show
P.O. Box 5051
Whiteman AFB, M.O. 65305

For questions or more information, please contact: **wescrcraft@gmail.com**