

**Terms of agreement:**

1. Rental space (80 sq. ft.) will be \$25 per 10'Wx8'D OR \$20 per 8'Wx10'D floor space or fraction thereof (eg., \$50 or \$40 for 81 to 160 sq. ft.). There is a charge for tables (5' round or 2.5'x8' rectangle), and for electricity (available for 16 spaces next to walls). Vendor provides extension cords. The side facing the aisle (10'W or 8'W) may not be completely filled by furniture (eg. you can use an 8' table, but you cannot place it *on the aisle* if the space is 8'W). Vendors must ensure that none of their display equipment extends beyond the space they have booked: this includes any rails, stands, or additional equipment. There are no dividers or booths; the sale is held in the gym/multi-purpose room. Please see examples of floor plans, page 2 below. Written permission must be obtained before attaching *anything* to the walls. Two chairs (per space) will be provided free of charge. Spaces are reserved on a first-come, first-served basis. Exact locations are assigned by the craft fair committee, when all registrations are received.
2. Payment must be made in full, and completed paperwork handed in, to receive a rental space. *Note: In the event that the exhibitor check is returned by a bank or financial institution of any sort, due to insufficient funds, a \$25 administration fee will be charged to the exhibitor along with any bank fees incurred.*
3. Crafters/Vendors may not assign, sublet, or apportion the whole or any part of the space allotted to them without prior written permission from the craft fair committee. (New clarification) The persons named on the registration and sales tax information are the persons who must be the vendors on the day of the craft fair. If you have special needs, please include your request with your application, and we will make every effort to accommodate you.
4. All proceeds from individual craft sales go to the crafter. *Sales Tax Rate in Eagan, MN, is 7.125%*
5. Set-up/ Break-down: All exhibitors must be set up and ready to sell by 8:45 AM the day of the craft fair. Exhibitors may set up the evening before the sale day between 6:00 PM and 8:00 PM AND/OR the day of the sale between 7:00AM and 8:45 AM. Break-down can start no sooner than 2:00 PM on Saturday and must be completed by 3:00 PM. Exhibitors' tables/booths must be manned at all times. No vendor is to close before the official closing time. Before leaving, be sure your area is clean and trash-free.
6. All items must be hand-crafted or sold from an independent consultant. Items may not be purchased simply for resale. Only one independent sales vendor of each brand (eg. Norwex, Thirty One, Mary Kay, etc.) will be allowed. Vendors acting as independent sales consultants will be admitted on a first-come, first-served basis.
7. Crafter/Vendor acknowledges that Trinity Lone Oak Lutheran Church and School will not be liable for any damages or injury to persons or property, sustained by conditions or activities on the premises. Crafters/Vendors are responsible for protecting their property and merchandise from damage or loss.
8. The Committee reserves the right to remove and/or deny future application to any crafter who exhibits improper behavior toward craft fair staff, students, patrons, and/or other crafters. We are a Christian church and school and expect all persons and merchandise to be respectful.
9. No smoking, alcoholic beverages or illegal substances are permitted on church & school grounds. Pets are not permitted on church & school grounds (service animals are an exception).

**REFUND POLICY**

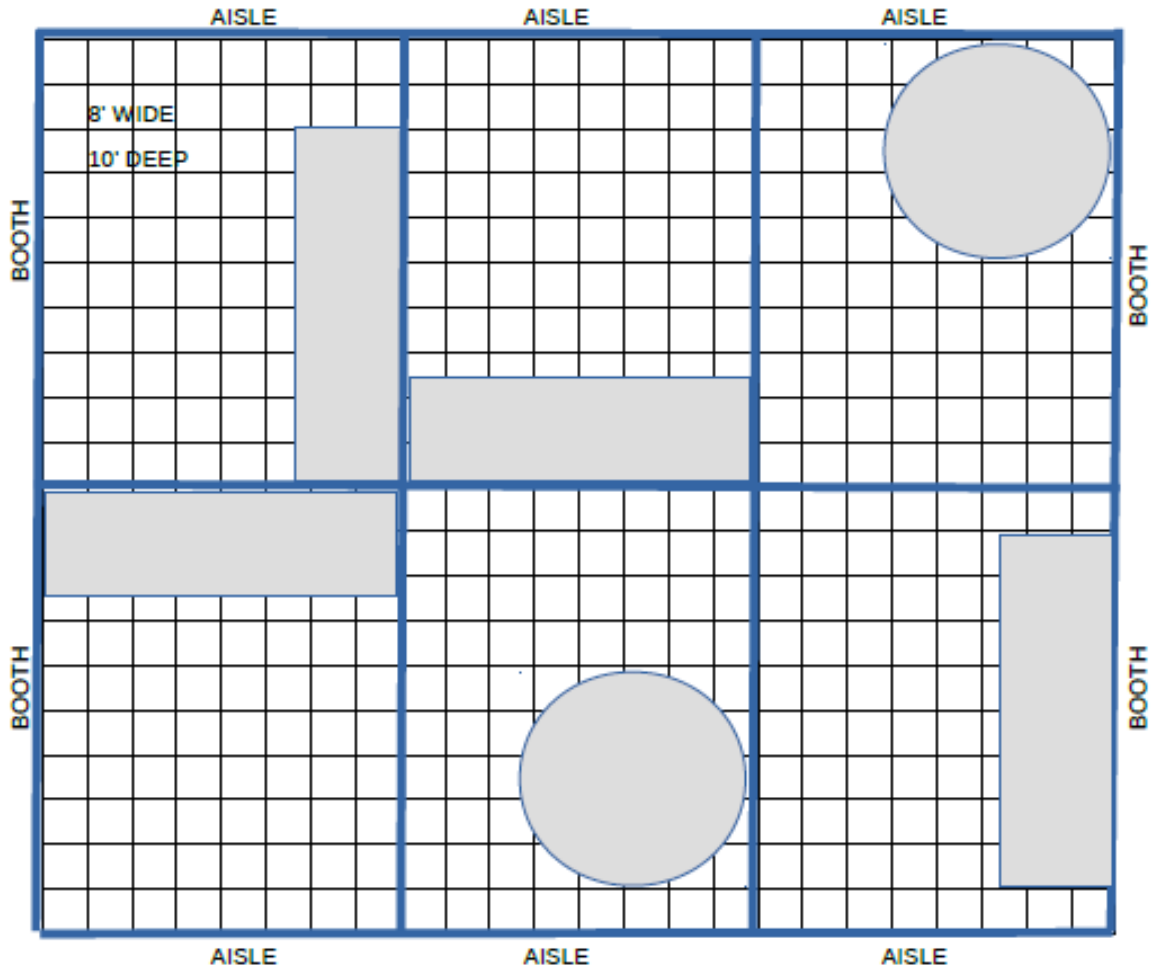
1. No refunds will be given after November 1<sup>st</sup>, 2019. There are no exceptions to this rule.
2. You cannot transfer your space to another crafter.
3. If you have not arrived for set-up by 8:15 AM on the day of the sale, you will forfeit your rental space.

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I have enclosed my payment and agree to abide by the terms of agreement.

*Note: Your rental space(s) will not be guaranteed until all paperwork (registration form, tax form, and terms of agreement) are submitted and payment is received. See # 2 above, checks returned for insufficient funds.*

**Deadline for submitting all paperwork and payment is 12:00 noon Monday five days before the sale. No exceptions! Furthermore, when all space is rented, there is no more space! Contact the church office with questions.**



ABOVE ARE EXAMPLES OF 6 SPACES THAT ARE 8' W X 10' D. ALL OF THESE ARE IN THE CENTER OF THE GYM.

TABLES ARE DRAWN TO SCALE (5' DIAMETER CIRCLES, 8'X2.5' RECTANGLES)

BELOW ARE EXAMPLES OF 3 SPACES THAT ARE 10' W X 8' D. MANY OF THESE ARE NEXT TO A WALL.

