



HANDMADE HOLIDAY CRAFT AND VENDOR SHOW



Application Form

Children's Developmental Program is hosting a Craft Fair! Please fill out the attached form if you would like to participate at our show. Also, feel free to tell any other craft creators you feel may want to participate at our show. Additional applications can be found on our website: www.cdpchildren.org

Rules, Regulations & Important Vendor Information:

DATE & HOURS: The fair will be held Saturday, November 3, 2018 from 9:00am-9:00pm at Children's Developmental Program's building.

SET-UP/ BREAKDOWN: Vendors are expected to set up between the hours of 7:30am and 9:00am. Break down can start no sooner than 3:00pm on Saturday and must be completed by 4:00pm. No vendor is to close before the official closing time. Sellers are responsible for their selling spaces. *Before leaving, be sure your area is clean and trash-free*.

SPACE ALLOCATION: The vendor committee will assign vendor spaces. Placement, flow and competition will be taken into consideration to provide the best experience for attendees. If you have special space needs, please include your request with your application and the committee will make every effort to accommodate you. Vendors must supply their own tables and tables must be no longer than 8 feet long.

STAFF: Each vendor is responsible for the conduct of his/her employees and/or representatives and activities must not detract from the image or welfare of the fair. Vendor booths must be manned at all times. **CDP is not responsible for merchandise or display materials. **

FEES: Booth: \$25.00 Electricity: \$5 (spaces with electricity are limited and will be issued on a first-come, first-served basis. Vendor must supply their own extension cord.)

RAFFLE: As part of an additional fundraiser, we are asking each vendor to donate an item to be used in our Raffle at the show. Funds raised from the Raffle will benefit CDP.

TO RESERVE YOUR SPACE:

___ Return completed application by Friday, October 26th to:

By mail: Children's Developmental Program
c/o Corey Roche
995 Doylestown Pike
Quakertown, PA 18951

___ Sign and date the Rules and Regulations document

___ Submit checks made payable to CDP (Cash will only be accepted in person at the CDP Office)

Questions? Call Corey (215) 536-7800

Application deadline is Friday, October 26th, 2018.

Contact Name: _____ **Business Name:** _____

Address: _____ **City:** _____ **State:** ____ **Zip:** _____

Email: _____ **Phone:** (____) _____

Electricity is available on a limited, first come/first serve basis. Electrical power will be provided to those booths paying the additional fee of \$5. Vendors must provide their own electrical cords and lights.

Do you require electricity? Yes/No (Circle One)

Type of products: ____ Fine Art ____ Handmade ____ Jewelry ____ Local Artist ____ Craft
____ Clothing ____ Wood Works ____ Holiday ____ Other ____ Food

List of items to be sold:

Other Information you feel we should know:

Special Space Needs:

Description of donated raffle item:

By signing this form I, the Vendor, agree to abide by all fair rules & regulations and I accept full responsibility for my products, displays, etc. and any claims for damages resulting from my participation in this event. CDP employees and representatives are in no way responsible for my products or my actions.

Signature: _____ **Date:** _____