

# Salem Baptist Church Crafters Registration 2016

**DATE:** Saturday, October 22, 2016

**TIME:** 9 AM – 2 PM

**LOCATION:** Salem Baptist Church  
4044 Plank Road  
Fredericksburg, VA 22407  
2 ½ miles West of the Spotsylvania Mall  
on Route 3.

**COST :** *Single Space* (6x8) \$40.00 ea      *Double Space* \$70.00 ea  
*Triple Space* \$100.00 ea      **Table: \$5.00 ea. (limit one table per crafter)**  
**Electricity: \$5.00 extra**      (*limited quantity*)

**SPACE SIZE:** Approximately 6 x 8 ft. (8' wide and 6' deep)  
When you set up your display, please be considerate of  
your neighbor crafter. If you feel your display is larger  
than 6 x 8 space, please purchase more than one space.

**Point of Contact:** Terry Blackburn-Parker  
4044 Plank Road  
Fredericksburg, VA 22407  
(540) 786-7320

Salem Baptist Church will be hosting a Craft Show on Saturday, October 22, 2016. The craft show will be in our Family Life Center. To be a part of the show this year, please return the registration form with payment as soon as possible to the point of contact above. The number of spaces are limited and WILL FILL UP FAST. They are on a first come first served basis. Please call if you have any questions.

# Crafter Rules

1. Make checks payable to: Salem Baptist Church (memo: Crafter)
2. Tables (\$5/ea.) and Chairs (no charge) are limited and are available on a first come first serve basis.
3. All registrations will be dated as they are received, and we will do our best to honor all requests on a first come first serve basis.
4. Spaces will be predetermined based on date received and availability.
5. Electricity is limited due to overloading of circuits. All requested will be administered on a first come first served basis. One plug (outlet) will be available to a crafter that is near a double outlet. The other will be available to a nearby crafter.
6. Electricity Request: We do not have extension cords or power strips available. You will need to bring your own.
7. Set up starts at 7:00 AM the morning of the show. Please check in first to receive your space assignment. All spaces need to be cleared of the building by 3:00 PM.
8. In addition to set up time starting at **7AM the day of the event**, you may also set up early on the Friday evening before the event from 5:00pm-7:00pm. Everyone must clear the building by 7:00 PM, no exceptions. There will not be security so leaving your products will be at your own risk although we will do our best.
9. In order to ensure parking for your customers we will be requiring that you park your car in the front section of our church parking lot or in the Children of America parking lot.
10. Please provide the Craft Coordinator with a donation from your wares by 8:30 AM the morning of the event. You may wish to place a business card or other identification on the item to help promote your products.
11. NO FLAMES of any kind are permitted in the building, this includes lit candles.
12. Nothing is allowed to be hung from any of the walls. Leaning items against the walls is permitted, provided the items are protected from marring the wall.
13. Because our facility is carpeted we do not allow open food or drinks in that area. Water is acceptable. We will have people available for breaks throughout the day so you can get something to eat. Sales of food of that nature are also not permitted.
14. The youth group will be selling food and bake goods outside of the crafting area.

# Crafter Registration Form

**Date:** Saturday: October 22, 2016

**Time:** 9 AM – 2 PM

**Place:** Salem Baptist Church (Family Life Center)

**Space Fee:** Single Space (6x8): \$40 ea. Double Space: \$70 ea.

Triple Space: \$100 ea. **Table: \$5 ea. (limit one table per crafter)**

*Electricity: \$5 extra*

Provide one nice craft item per Crafter for a door prize. Please read the enclosed instructions, filling out of Application implies you understand and will adhere to the rules.

**TO REGISTER:** Fill out the form below and return to the address listed at the bottom. Make checks payable to Salem Baptist Church (memo: "Crafter"). Your cancelled check will serve as your receipt. Reservations are accepted on a first come first served basis. For more information, call the Craft Coordinator listed below. Advertising will be done prior to the show.

## PLEASE COMPLETE THE FORM BELOW

**Name: (First & Last)** \_\_\_\_\_

**Company Name: (If Applicable)** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone #** \_\_\_\_\_

**# Spaces:** \_\_\_\_\_ **Table:(extra\$)** \_\_\_\_\_ **Amount Enclosed \$** \_\_\_\_\_

**Type of crafts:** \_\_\_\_\_

**Email** \_\_\_\_\_

**Please Mark the Appropriate Selections: (1<sup>st</sup> come 1<sup>st</sup> serve basis)**

\_\_\_ Need Electricity (\$5 extra)

\_\_\_ Need a wall space

For your information: There are limited spaces with electric. There are no promises or guarantees your request can be honored, we will try to honor on a first come first served basis (based on date applications are received.) Crafters: Please respect your fellow crafters and bring only as many items that will fit your space. Space is limited to 6 x 8 with or without a table.

**SEND COMPLETED FORM AND PAYMENT TO:**

Salem Baptist Church

4044 Plank Road

Fredericksburg, VA 22407

Phone: (540) 786-7320

Fax: (540) 786-6463

Make checks payable to: *Salem Baptist Church (All fees are Non-refundable)*

**For Church use only:** Date Received: \_\_\_\_\_