



CRAFT FAIR INFORMATION SHEET

Saturday, November 19, 2022

Burlington High School, 830 Cross Street, Burlington KS 66839



Organizations, clubs, church groups, artists and craftsmen are all welcome! **THE MAJORITY OF YOUR BOOTH MUST BE HANDMADE ITEMS.** We trust you will follow these rules. Absolutely no direct sales in this part of the craft fair. Remember, the **GIFT ANNEX** is for those who have mostly commercial items and for direct sales. Food items may be sold as long as it has been approved. Spaces for food will be limited. Booth space is on a first-come, first-serve basis. Public is admitted free and concessions stand is available.

CRAFT FAIR FEES:

- **8'x10' BOOTH FEE: \$45/each**
Please drape the tables and leave a space beside your booth to allow crafters beside you to get in and out
- **ELECTRICITY: \$5/booth** (limited to 500 watts)
- **8' TABLES: \$5/each** (one table per booth)

CRAFT FAIR HOURS:

Saturday, 9am-4pm

Items **MUST** be ready @ 9am (preferably 8:30am) and all booths **MUST** remain set up until 4PM

EARLY SET-UP:

6-9 pm FRI, NOVEMBER 18

6 am SAT, NOVEMBER 19

RETURN ATTACHED REGISTRATION FORM W/ PAYMENT TO:

Burlington Recreation Center
1110 Shea Street
Burlington, KS 66839

Make all checks payable to Burlington Recreation Center (BRC)

BRC WILL NOT ACCEPT ELECTRONIC or FAXED REGISTRATION FORMS

All registration forms must be received in person or by mail with payment enclosed. NO EXCEPTIONS.

MISC INFORMATION:

- Note booth requests on form. Requests ARE NOT guaranteed, but BRC strives to honor as many as possible.
- NO-SHOWS WILL BE REMOVED FROM THE MAILING/EMAILING LIST
- Please protect the floors
- BRC is not responsible for theft or damage

CONFIRMATION RECEIPT: If you want a confirmation receipt of your registration, please provide:

- a VALID e-mail address OR
- An enclosed self-addressed, stamped business-sized envelope



PLEASE KEEP THIS SHEET FOR YOUR INFORMATION



For more information, contact Burlington Recreation Center @ 620-364-8484 or email alsmith@usd244ks.org



BURLINGTON CRAFT FAIR REGISTRATION

Saturday, November 19, 2022

Burlington High School, 830 Cross Street, Burlington KS 66839

Alison's Notes:

Contact Name:	Business Name:	Email: Please print legibly
Address:	City, State, Zip:	Phone:

Items to Be Sold:

Please fill out the number of booths you want to reserve along with your needs for electricity, tables and chairs in the chart below. Please notate the total of your order.



ITEM	PRICE	QTY	TOTAL
BOOTH SPACE 8' x 10'	\$45/each		
ELECTRICITY	\$5/each		
TABLE 8' (one table per booth)	\$5/table		
CHAIRS	No Charge		No Charge
TOTAL			\$



Booth Requests/Special Needs: (Requests are NOT guaranteed!)

CONFIRMATION RECEIPT (circle one)	<u>YES</u> , email my receipt to the email address listed above
<u>NO</u> , I do not need a receipt	<u>YES</u> , use the enclosed, self-addressed, stamped envelope to mail my receipt

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NO PETS OR OPEN FLAMES ALLOWED. In no case will the Burlington Recreation Commission be responsible for accidents, damage or loss of property. Exhibitors are responsible for collecting and declaring Kansas State sales tax in their own way. The majority of your booth must be handmade items. I have read the above rules and agree to abide by them. Non-compliance may result in forfeiture of booth space and fee.

Signature: _____ **Date Signed:** _____

OFFICE USE:				
Date Enrolled:	Amt Paid:	Confirmation Sent: YES NO	Receipt #:	Employee Initials: