



Dear Potential Craft Show Vendors,

We are very excited for our 2020 Craft and Holiday Show on November 7th, 2020. This year your point of contacts are Heather Tatum and Lauren Morgan. We are working hard to make this show the best yet. First and foremost, Dover Spouses' club is a non-profit organization that is composed of military spouses. Our volunteers work hard all year long to develop and host this craft show. The profits from this event support our philanthropic mission through local and national donations to nonprofits and charities. It also supports our scholarship program for graduating seniors as well as continuing education for military spouses. The fundraiser is not a success without you and we want to thank you for your continued attendance and support of our show. We do want to make sure that you are aware of some of the guidelines for our vendors.

We have had a lot of changes with our timeline this year. An additional change will be waiting to send in your booth fee payment AFTER you have been approved for the event. You will get an approval email from us with information as to where your payment can be sent at that time.

ALL applicants will be required to submit pictures of the items they have in their booths.

Lastly, we want to ensure a variety of vendors for our event which includes having a variety of crafts in each building. We will not be able to guarantee you will have your same booth as in years past.

We are excited for our show this year and we are even more excited for the great changes for the year. Once again thank you so much for your continued support!

Yours truly,

Dover Spouses' Club Craft Show Committee

Dover Spouses' Club

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DSC Craft and Holiday Show 2020



2020 Craft and Holiday Show ~ November 7th, 2020

DE State Fairgrounds Harrington, Delaware

P.O Box 02069, Dover AFB, DE 19902

dscraftshow@gmail.com

2020 Vendor Registration

Name:
Street Address:
City, State, Zip:
Phone:
Business Name:
Business Website or Social Media:
Email Address:

Set-up Time Requested:

Friday November 6th, 2020	Saturday November 7th, 2020
<input type="checkbox"/> 11 AM to 1 PM <input type="checkbox"/> 1 PM to 3 PM <input type="checkbox"/> 3 PM to 5 PM	<input type="checkbox"/> 6 AM to 7 AM

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2020 Vendor Registration

☐ **PLEASE** enclose photographs showing most to all of the items you will have for the craft show.

Type of Craft:	Price Range of Items:
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DSC Craft and Holiday Show 2020



2020 VENDOR CONTRACT

The Dover Spouses' Club (herein referred to as DSC) is a non-profit, charitable organization promoting social welfare and the common good within the military and local communities through charitable activities, educational opportunities and social improvements. The DSC is a self-sustaining, private organization under Air Force Instruction 34-233 in accordance with IRS guidelines and federal, state, and local laws governing civilian activities. The DSC is not an official organization of Dover AFB and does not conduct official Air Force business.

It is agreed and understood that the Vendor will indemnify the DSC and/or their assignees, and hold them harmless from and against any and all claims, damages, actions, liabilities, and expenses in connection with the Dover Spouses' Club 2020 Craft & Holiday Show. This includes loss of life, personal injury, and/or damage to property arising from or out of the occupancy or use by Vendor, of the premises or any part thereof, or any part of the Delaware State Fairground's property or occasioned wholly or in part by any act or omission of Vendor, its Agents, Contractors, or Employees.

Deadlines for Applications:

Returning Vendors:

April 1st, Application will go live and you may submit an application.

May 15th, You will receive an approval or denial email.

June 1st, We will begin accepting payments, We will NOT be accepting until this date!

New Vendors:

June 1st, Applications will go live and you may submit your application.

July 15th, You will receive an approval or denial email. We will also be accepting payments starting this date.

ALL Payments are due by August 30th!

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VENDOR RULES:

Please initial next to each item and sign at the bottom!

Event Location The 2020 Craft & Holiday Show is an indoor/outdoor event located at the Delaware State Fairgrounds 18500 S Dupont Hwy, Harrington, DE 19952

Booth Deposits & Fees 2020 Vendor booth deposits and fees are **NON-REFUNDABLE**. Once a Vendor is accepted into the show, there will be no refunds if the show is held. If the 2020 Craft & Holiday Show is cancelled for any reason, the Vendor will receive a refund of their booth fees.

Booth Locations We will make every attempt to honor your booth request. However, we can make no guarantees.

Set-up Time Dates and times are assigned to each vendor based on space location and is non-negotiable. Please plan to arrive at the Delaware State Fairgrounds no more than 15 minutes prior to your set up time. (Please do not arrive earlier than this time.) You will be required to tell the personnel at the gate your vendor name, booth number and set-up time. If you fail to comply, you will forfeit your right to participate, and your booth fee will not be refunded. Although security guards will be hired for the day of the show, neither the Delaware State Fairgrounds nor the Dover Spouses' Club will assume responsibility for your property.

Displays

- **VENDORS ARE REQUIRED TO STAY UNTIL 4:00 PM THE DAY OF SHOW. Vendors who BEGIN take-down prior to 4:00 PM will not be accepted to next year's show.** Takedown and closure will begin after 4:00 PM and must be completed by 6:00 PM.
- Vendors must provide their own tables and chairs. Tables can be rented from the fairgrounds for \$12 per table
- Booth spaces are approximately 10' in length and 10' in width and Vendor's the entire display must stay within the marked booth space. **No displays or products will be allowed in aisles or walkways.** Flames are not allowed on displays indoors.
- Vendors are responsible for keeping their area neat, clean and hazard-free and all booths must be manned by persons 18 years or older.
- Vendors must provide insulated 3-pronged extension cords (with grounds) if using electricity

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_____ **Smoking** Smoking is prohibited inside premises.

_____ **Pets** No pets are allowed inside premises.

_____ **Parking** Due to limited Vendor parking, Vendors may only park vehicles

needed for loading and unloading in the vendor lot and may not move vehicles until after the show. Parking for additional vehicles will be available in an adjacent lot. There will be no access to the vendor lot from 2:30 PM - 4:00 PM.

Returned Checks CHECKS RETURNED FOR INSUFFICIENT FUNDS WILL

RESULT IN A \$35 FEE. If payment is not received, the DSC has the right to deny entry into the 2020 Craft & Holiday Show.

_____ The DSC reserves the right to remove any Vendor for cause.

_____ ***I have read and understand all Vendor Requirements.***

Booth Fee Instructions

Returning Vendors >> After April 1st, 2020: Submit your application, we will then approve or deny your application. Once it's approved you will have from June 1st to August 30th to submit payment.

New Vendors >> AFTER June 1st, 2020: Submit your application, we will then approve or deny your application. Once it's approved you will have from July 15 to August 30 to submit payment.

>> The Dover Spouses' Club Craft Show Committee reviews applications collectively. As a result, it may take weeks to notify you of your status as a vendor. You will be contacted via email regarding the committee's decision.

Facebook Ad >> We will once again offer Facebook advertisements as a way to boost the visibility of your business. You will be advertised as a featured vendor on our Facebook page, which will reach 1,000+ people as well as Facebook users within a 50-miles radius of Harrington, DE. If you do not have a Facebook page or business website, please email photos of your product to DSCCraftShow@gmail.com if you select this option.

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2020 Vendor Booth Fees

Item	Cost	Quantity	Total
Indoor End/Corner 10X10 Booth	\$255		
Indoor 10X10 Booth	\$210		
Outdoor 10X10 Booth	\$155		
Outdoor 10X10 Booth ELECTRICITY	\$180		
Tables	\$12		
Late Fee- After August 15th	\$25		
Advertising Fee on Facebook	\$5		
Camping (No Utilities)	\$35		

TOTAL:	
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Payment Methods available after June 1st:

- Money Order
- Check
- Cash

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DSC Craft and Holiday Show 2020



2020 Vendor Signature Page

Please initial:

	I/we understand that once accepted to the 2020 DSC Craft and Holiday show that are fees paid become non-refundable
	I/we understand that if a check is unable to deposit due to insufficient funds, that my applications will be withdrawn from the show until all payments to include the returned check fee of \$35 is paid.
	I/we understand that nothing will be permitted outside the marked booth area including handling products, displays, coolers, etc.
	I/we understand that booths and displays must remain up and in place until 4:00 PM
	I/we understand that set-up times are non-negotiable and that I/we may be required to unload our vehicles from the parking lot.
	I/we understand that a fine of \$100 will be assessed to anyone who begins set-up prior to his or her assigned time without the expressed consent of the DSC.

I/we read the attached Dover Spouses Club Craft & Holiday Show Vendor Registration, Vendor Contract and Vendor Booth Fees and agree to abide by the rules and stipulations as set forth by the DSC.

Printed Name:	Business Name:
Signature:	Date:

Mail Completed Application to:

DSC Craft and Holiday Show
P.O Box 02069 Dover AFB, DE 19902

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