



Rock and Arrowhead Club
PO Box 1803
Klamath Falls, OR 97601
www.klamathrockclub.org

September 2017

Dear Vendor,

We are fast approaching the 2017 Fall Arts and Crafts Fair sponsored by the Rock and Arrowhead Club. We enjoyed having you at our 2016 fair and wanted to give you a heads up on this year's information.

Date: **November 4th & 5th, 2017**

Location: Klamath County Fairgrounds (John Hancock Event Center-Concrete area)

Time: Saturday, November 4th from 9:00 to 5:00 pm
Sunday, November 5th from 10:00 to 4:00pm

There will be vendor set-up on

Friday, Nov 3 rd :	1:00 pm to 8:00 pm
Saturday Nov 4 th :	8:00 am to 9:00 am

Applications and space rent for this pre-invitation are due back to the club by **October 16, 2017**. Attached with this letter is the Vendor/Booth Registration form. If you have any questions, contact information is included on the registration form and on our website at www.klamathrockclub.org.

The goal of this fair is to showcase handmade arts & crafts from area vendors. There will only be handmade, crafted items accepted at this fair.

We had feedback from last year indicating some vendors were placed next to another vendor that had similar items for sale. Please indicate and commit to what is entered on the registration form. We cannot guarantee you will not be next to another vendor with like items, especially if those items are not listed on your registration.

We offer 10-ft x 10-ft spaces for rent at \$60 per space.

As a vendor who attended our show last year, you will have first right of refusal for your space from last year.

Entry is first come-first serve. After October 16th it is open to all people interested.

We look forward to the amazing selections from our various vendors selling and demonstrating their crafts and art.

On behalf of the Rock and Arrowhead Club, we look forward to seeing you this year!

Sincerely,

Fall Arts & Crafts Fair Committee
Rock & Arrowhead Club Klamath Falls, Oregon

2017 Fall Arts & Crafts Fair Vendor Registration Form

Dates: November 4th & 5th, 2017 **Location:** Klamath County Fairgrounds Event Center

The Rock and Arrowhead Club (RAC) invites you to join us Saturday and Sunday, November 4th and 5th for the 2017 Arts & Crafts Fair.

Name and Business _____

Address _____

Phone _____ Cell _____ E-mail _____

Product Description _____

CONTACT for info: Show Co-Chairs, Kristin Sayles 541-539-1452 kristinsayles@hotmail.com & Laura Limb 541-273-7503 redlimb@charter.net Show Committee members: Tom Endicott 541-281-5817 tcendicott@g.com.

Please complete and return by **October 16, 2017 to:**

Mail: Rock & Arrowhead Club, Attn: Fall Arts & Crafts Fair, P. O. Box 1803 Klamath Falls, Oregon 97601

E-mail: kristinsayles@hotmail.com

Details for Set Up:

- Set up from 1:00 pm to 8pm Friday, Nov 3rd afternoon/evening and from 8:00 am to 9:00 am Saturday, Nov 4th morning.
- **Teardown does not start until 4:00 pm & must be finished by 6:00 pm after the show on Sunday, Nov 5th.**
- Tables for rent: 6-foot and 8-foot tables available for \$10.00 per table. Chairs for rent at \$1.00 per chair.
- Vendors may bring their own tables and chairs - just indicate below.
- Vendors should bring their own extension cords (heavy duty if needed).
- Table skirting is required and NOT furnished.

_____ I am a returning vendor and would like my space from last year-application is due by 10/16/17 to ensure this.

I have my own tables & Chairs _____ (Initial)

Please **circle** if electricity is needed: **Yes No** – if not circled, we will assume you don't need electricity

Space Rent: (FEE is for EACH 10-foot x 10-foot space (no exceptions on minimum space size)

of spaces _____ @ \$60.00 each total \$ _____

Rent: Tables _____ @ \$10.00 each 6ft or 8ft (**circle size**) total \$ _____

Chairs: _____ @ \$1.00 each total \$ _____

Total Fees \$ _____

Signature _____ Dated _____

RAC and Klamath County Fairgrounds, its appointees and officers will not be held responsible for any accident and/or loss that may occur to any exhibitor, his/her agent or equipment at this event. Presentation and SIGNATURE of this form shall be deemed acceptance of all the TERMS and CONDITIONS of this agreement.

Office use only: paid _____ check # or cash _____ Other _____



2017 Fall Arts and Crafts Fair Vendor Rules

1. You may not set up your booth until the stated start time (After 1 pm).
2. Vendors may not break down their booths until the closing time on the last day. (4:00 pm) If you tear down early, you might not be asked back for next year's show.
3. Tables must have tablecloths and/or skirting. Table legs must be covered.
4. All merchandise for sale must be hand crafted, thus no commercial products.
5. Do not park your vehicles in the main parking lot but off to the sides. Leave close parking for the shoppers.
6. Bring all issues to a member of the show committee immediately. They are Kristin Sayles, Laura Limb or Tom Endicott.
7. The space is large and temperatures can vary. Please wear layers and plan for cold and hot room temperatures. NO portable heaters will be allowed.
8. Spread the word of the show via social media, word of mouth or your face book page. Help us get the word out for advertising.
9. Have fun!!!