

**St John the Baptist Church**  
**835 2<sup>nd</sup> Avenue NW**  
**New Brighton, MN 55112**  
**2018 Business Expo and Market Fair**

**Friday September 28th, and Saturday September 29th, 2018**  
**5:00pm to 9:00pm                      12:00pm to 9:00pm**

**Terms of agreement:**

1. Rental space will be \$75.00 and \$40.00 depending on table size. No deposits will be accepted, payment must be made in full to receive a rental space.

*In the event that the exhibitor check is returned by a bank or financial institute of any sort, due to insufficient funds, a \$25 administration fee will be charged to the exhibitor along with any bank fees incurred.*

2. Crafters/Vendors will be assigned a table space to accommodate one 8ft table. Crafters/Vendors may not assign, sublet, or apportion the whole or any part of the space allotted to them without prior written permission from the craft fair committee. If you have special space needs, please include your request with your application and we will make every effort to accommodate you. Spaces are reserved on a first come, first paid basis. Vendors must ensure that none of their display equipment extends beyond the space they have booked; this includes any rails, stands, or additional equipment.

3. All proceeds from individual craft sales go to the crafter. *Tax rate in New Brighton, MN is 7.13%.*

4. Setup/ Break Down: All Exhibitors must be set up and ready to sell by 5:00 pm the day of the craft fair. Exhibitors may begin setting up between 2:00pm and 4:30pm. Please use the **EAST DOOR** for set up. Break down can start no sooner than 8:00pm on Saturday, and must be completed by 9:00pm. Exhibitor tables/booths must be manned at all times. Before leaving, be sure your area is clean and trash-free.

5. All items must be hand-crafted or sold from an independent consultant. Items may not be purchased simply for resale. Only one independent sales vendor of each brand (i.e. Norwex, Thirty One, Mary Kay, etc.) will be allowed. Vendors acting as independent sales consultants will be admitted on a first come, first paid basis.

6. Crafters/Vendors acknowledges that St. John the Baptist Church will not be liable for any damages or injury to persons or property, sustained by conditions or activities on the premises. Crafters/Vendors are responsible for protecting their property and merchandise from damage or loss.

7. The Committee reserves the right to remove and/or deny current or future application to any crafter who exhibits improper behavior toward craft fair staff, students, patrons, and/or other crafters. We are a Catholic parish and expect all merchandise to be respectful.

8. No smoking or pets are permitted.

**REFUND POLICY**

1. If you must cancel from our show, notify us in writing prior to September 10, 2018 and we will refund *half* of your fees.
2. No refunds will be made after September 10, 2018. There are no exceptions to this rule.
3. You cannot transfer your space to another crafter.
4. If you have not arrived by 3:30pm Friday afternoon, and have not contacted us you will forfeit your rental space and all fees you have paid.

I have enclosed my payment and agree to abide by the terms of agreement.

*Note: Your rental space will not be guaranteed until all paperwork (registration form, tax form, and terms of agreement) is submitted and payment is received.*

**Any Questions or Comments Contact: [kparonk1@gmail.com](mailto:kparonk1@gmail.com) or [mmrogosheske@comcast.net](mailto:mmrogosheske@comcast.net)**