

**VILLAGE CHRISTMAS WALK**  
**CRAFTER APPLICATION/CONFIRMATION FORM**  
**THE 25<sup>TH</sup> ANNUAL CHRISTMAS WALK WILL BE ON**  
**FRIDAY, DECEMBER 7, 2012 – 6PM-9PM**  
**SATURDAY, DECEMBER 8, 2012 – 10AM-8PM**  
**AT**  
**CHARLES T. YOUNG ELEMENTARY SCHOOL**

(401 N. Miami Ave., Cleves, OH 45002)

**AND**

**MIAMI TOWNSHIP HALL**

(112 S. Miami Ave., Cleves, OH 45002)

We would like to invite you to apply to display your original art and craft works in our 2012 show. This juried exhibition of arts and crafts will be held annually. We will be accepting juried artists and crafters. All items displayed at this show will be handcrafted by you and juried by a show committee member. The minimum requirements for this show are original art and craft works. It is your responsibility to be aware of copyright laws. No novelties, commercial items, souvenirs, or t-shirts (with exception of **C.T. YOUNG ELEMENTARY SCHOOL/THREE RIVERS SCHOOL DISTRICT Spirit Store/PTA**) will be permitted for this show. **Whether a product/material may be exhibited and/or sold at this event is the sole discretion of the committee. Application photographs become the property of the committee and will not be returned.**

Applications should be returned, with 2-3 photographs, liability release form, rules form and applicable fee(s). Single Booths are \$25; an additional booth can be purchased **by the same vendor** for an additional \$25 (\$50 total fee due). **NO SHARING BOOTHS! NO tables provided at the School but they are provided at the Townhall. NO ELECTRICITY** due to limited access. Spaces are approximately 8'x6' at the School and are 8' tables at the Townhall. Checks are made out to ***The Village Christmas Committee***. (A \$35 service fee will be charged in the event of any NSF checks). You will receive a reply either accepting or denying your application. *If you do not hear from us within 1 week of sending in your application, please call or email.* If you must drop out of the craft fair, after being accepted by our juried committee, you will forfeit your application fee. The committee will decide upon refunds of your fee on a case-by-case basis.

**NAME (Printed):** \_\_\_\_\_

YOU **ARE** REQUIRED TO CHECK IN AT THE MAIN ENTRANCE OF THE SCHOOL OR THE TOWNHALL PRIOR TO SETTING UP AND YOU WILL BE TOLD OF YOUR BOOTH ASSIGNMENT AT THAT TIME (YOUR CONFIRMATION LETTER WILL STATE WHAT LOCATION YOU ARE IN SO YOU KNOW WHICH LOCATION YOU NEED TO CHECK IN AT)

**IMPORTANT INFORMATION FOR THE DAY OF THE SHOW:**

- . You may arrive as early as 4:30 p.m. on Friday, 12/7/2012 to set-up. YOUR BOOTH MUST BE READY BY 6:00 p.m.
- . You will need to **BRING YOUR OWN TABLES (Unless you are located in the Townhall as tables will be provided), TABLE CLOTHS, CHAIRS, DISPLAYS AND DECORATIONS.**
- . If you have food/samples then you will need to **BRING YOUR OWN TRASH CAN AND TRASH BAGS FOR GARBAGE DISPOSAL.**
- . **ELECTRIC WILL NOT BE AVAILABLE THIS YEAR.**
- . **NO SMOKING OR BURNING OF CANDLES OR INCENSE IS PERMITTED ANYWHERE.**
- . **NOTHING IS ALLOWED TO BE ATTACHED TO ANY WALLS.**
- . **NO PETS.** ONLY animals necessary for Medical reasons.
- . No children that are not helping you work your booth. If in doubt, ask.
- . Arrive early enough to set up and DO NOT begin breaking down prior to the end of the show.
- . Please be friendly to your customers, your neighbor vendors and our volunteers.

The Village Christmas Walk is well known and respected throughout the tri-state for its hospitality and efficiency. If you are interested in renting a booth, we recommend that you do not delay your registration. **REGISTRATION IS ACCEPTED ON A FIRST COME/FIRST SERVED BASIS.**

Deadline for registration is December 1, 2012. If you have questions, call Tiffney Myers at 513-919-7881 or contact via email at [christmaswalk@live.com](mailto:christmaswalk@live.com). Please complete the application and all additional required documentation and mail it with your check (made payable to **The Village Christmas Committee**) to P.O. Box 179, Cleves, OH 45002.

**THE VILLAGE CHRISTMAS COMMITTEE, THE VILLAGE OF CLEVES AND C.T. YOUNG ELEMENTARY SCHOOL/THREE RIVERS SCHOOL DISTRICT ARE NOT RESPONSIBLE FOR ANY LOSS OR DAMAGE.**

**YOU ARE TO LEAVE THE FACILITY AND YOUR AREA **EXACTLY** THE WAY YOU RECEIVED IT.**

**AGAIN, PLEASE UNDERSTAND THAT POSITIONS ARE DETERMINED ON A FIRST COME/FIRST SERVED BASIS.**

**IF YOU WILL NEED ASSISTANCE FROM THE VOLUNTEERS TAKING CRAFTS IN AND/OR OUT OF THE BUILDING ON EITHER DAY OF THE SHOW - VOLUNTEERS WILL HELP AS MUCH AS POSSIBLE, BUT CANNOT HELP EVERYONE ENTER AND EXIT.**

**THANK YOU FOR YOUR CONTINUED SUPPORT OF THE VILLAGE CHRISTMAS COMMITTEE**

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NAME (PRINTED): \_\_\_\_\_ PHONE: \_\_\_\_\_

COMPANY NAME (IF ANY): \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

DESIRED # OF SPACES \_\_\_\_\_

8'x6' HALLS (\$25.00 EACH SPACE IN SCHOOL HALLS)

8' TABLES (\$25.00 EACH TABLE IN TOWNHALL)

**Location Desired** (Please list choices in order of preference – 1, 2, 3). If you are a returning Crafter please specify if you want the same booth location as last year. IF you DO NOT have tables, please state this fact under the Special Needs section below.

\_\_\_\_\_ First Floor Hallway - (Lower Level - School) \_\_\_\_\_ Second Floor Hallway - (Main Entrance Level - School)

\_\_\_\_\_ Townhall Same as last year booth location: Yes \_\_\_\_\_ No \_\_\_\_\_ N/A \_\_\_\_\_

AMOUNT DUE FOR SPACE \$ \_\_\_\_\_

**WE TRY TO PLEASE, BUT NO LOCATIONS ARE GUARANTEED FROM YEAR TO YEAR**

TODAYS DATE \_\_\_\_\_

TOTAL ENCLOSED \$ \_\_\_\_\_

Description of craft:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Average Retail Price of Items: \_\_\_\_\_

Special Needs – Please be as specific as possible:

\_\_\_\_\_  
\_\_\_\_\_

**Raffle Table**

Do you wish to have your craft considered for featuring at the CITV raffle? Yes \_\_\_\_\_ No \_\_\_\_\_

Description of CITV raffle item: \_\_\_\_\_ Retail Value: \$ \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**WE WILL TRY TO HAVE STUDENT VOLUNTEERS ASSIST CRAFTERS, BUT HELPERS FOR EVERYONE ARE NOT POSSIBLE.**

**LIMITATION OF LIABILITY**

**THE UNDERSIGNED HEREBY AGREES, IN CONSIDERATION FOR BEING ABLE TO PARTICIPATE IN THE VILLAGE CHRISTMAS WALK, THAT THE VILLAGE CHRISTMAS COMMITTEE WILL NOT BE LIABLE FOR LOSS DUE TO THEFT, OFFERED FOR SALE OR OTHERWISE PRESENT AT THE EVENT DURING THE SALE.**

**I HAVE READ THE CRAFT SHOW INFORMATION LETTER ABOVE AND AGREE TO ABIDE BY ALL RULES DESCRIBED THEREIN. IN ADDITION, I RELEASE THE VILLAGE CHRISTMAS COMMITTEE, THE VILLAGE OF CLEVES, C.T. YOUNG ELEMENTARY SCHOOL AND THE THREE RIVERS SCHOOL DISTRICT FROM ANY LIABILITY, DAMAGE, THEFT OR LOSS.**

**SIGNATURE: \_\_\_\_\_**

**DATE: \_\_\_\_\_**