



Vanderburgh County Extension Homemakers Association
2023 Fine Arts and Crafts Show
September 23 & 24, 2023

March 1, 2023

Dear Exhibitor:

Thank you for your interest in the Vanderburgh County Extension Homemaker's Fine Arts & Crafts Show. As in the past, the purpose of our Fine Arts & Crafts Show is twofold - to provide you with the best possible environment for displaying your artistry, and to raise money for the many projects of our organization. Last year, a large portion of the profit was donated to the Vanderburgh 4-H Center and the Cancer Research Endowment of Indiana Extension Homemakers at Purdue University. The Extension Homemakers also support the 4-H Program, youth and adult scholarships, and endless educational lessons for the people of Vanderburgh County. We are always pleased to have you join us in this endeavor.

Please remember that our Fine Arts & Crafts Show is an annual event and will occur again on September 28 & 29, 2024. This year's Craft Show exhibitors will receive registration information for 2024 without having made a deposit. However, if you actually wish to reserve your present area for 2024, you may come to the Fine Arts & Crafts Show Office on Saturday or Sunday and make a \$20.00 deposit per area. The rental fee in 2024 will be \$80 per space without electricity and \$90 per space with electricity. Exhibitors will be charged a fee of \$11.00 for a returned check.

Please read the enclosed materials carefully, as it is your responsibility to understand the terms of the rental. If you have any questions, please call the reservation chairman before the show. We do not have extra tables to provide for those who "forgot" and since we are usually 100% occupied, we cannot change your space the morning of the Show. Your cooperation will be appreciated.

We are looking forward to seeing all of our "old" friends and to welcoming our first-timer exhibitors in September.

Sincerely,

Martha Alle & Katie Maurer

Martha Alle & Katie Maurer
Co-General Chair

Shannon Johnson
Registration Chairman
Phone: (812) 963-6121
Email: shannon6854@hotmail.com
Website: www.evansvillecraftshow.com

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RESERVATION FORM

Reservation forms are due by September 11, 2023, on a first-come, first-served basis. The fee of \$80.00 for two days per exhibitor area must accompany this form. This form must be completed and signed for acceptance of entry.

_____ wishes to participate in the 2023 Fine Arts & Crafts Show.
(Name)

(Must complete description of crafts below to receive confirmation.)

Description of crafts being sold: _____

I am interested in reserving # _____ spaces at \$80.00 per space in the Exhibit Area listed below:

1st choice _____ 2nd choice _____ 3rd choice _____

OR Refund Money _____

Check building sheet to see if your building has the option of electricity. If you want electricity, you must pay and request it in advance. No Electricity Will Be Available After Arriving on Grounds. Electricity optional in some buildings, but indicate if using and include \$10.00 per space.

Rental Space \$ _____

Electric Fee _____
(Must be paid in advance-Electric not available day of Show)

TOTAL AMT. ENCLOSED \$ _____

PRINT NAME _____ PHONE (____) _____

BUSINESS/ORGANIZATION (if applicable) _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

Make Check Payable To: Vanderburgh County Extension Homemakers Association.

MAIL TO: SHANNON JOHNSON
7841 Hwy. 65
Evansville, IN 47720

Received _____

Confirmed _____

I have read the enclosed information and I understand the definition of the Exhibitor Areas and Rules. I hereby release and hold harmless the Fine Arts & Crafts Show, the Vanderburgh County Extension Homemakers Association, the Vanderburgh 4-H Center or any members of the staff and volunteers of and from any and all manner of actions, suits, damages or claims whatsoever for damage to property, theft, loss, personal injury or death that may occur during the Vanderburgh County Extension Homemaker's Craft Show, including and not limited to actions during set-up and tear down of booth.

(Signature) DATE _____



Vanderburgh County Extension Homemakers Association
2023 Fine Arts and Crafts Show

SEPTEMBER 23 & 24, 2023
9:00 A.M. – 4:00 P.M. (C.D.T.)
Vanderburgh 4-H Center
201 E. Boonville-New Harmony Road
Evansville, IN 47725

FINE ARTS & CRAFTS SHOW RULES

1. Reservations will be accepted on a First-Come First-Served basis. All fees must accompany your reservation. Exhibitors requesting adjoining spaces must send applications in together. No refunds will be given after September 1, 2023.
2. Only handmade arts & crafts items will be sold or given away. All items must be made or grown by vendor. No products may be sold that have been purchased from a wholesale handcraft distributor. If you are found to be selling items out of a craft wholesale catalog, you will be asked to leave and will not be invited to future shows (entry fee will be forfeited).

No craft or products will be allowed that are constructed of prophylactics or express a sexually explicit meaning.
3. All items given away for a donation **must** be awarded by 3:30 p.m. the last day of the exhibitor's participation. Name of winners must be brought to the Fine Arts & Crafts Show office immediately after the drawing.
4. **No food may be sold at any vendor spaces; the only exceptions being those vendors working under the Vanderburgh County Health Department's Temporary Event Guidelines or Mobile Food Service Licensed Commissaries.** The Health Department may be reached at (812)435-2400. Cream or custard pies and other goods requiring refrigeration should not be sold. Name, address and phone number must be attached to each item. **No beverage of any kind sold or given away.** Commercial concessions are not permitted.
5. Each exhibitor will receive two (2) vehicle passes to the grounds. This pass **must** be posted in vehicles at all times for free admittance to the grounds. An entrance fee of \$2.00 (two dollars) per person will be charged if vehicle does not have pass posted in window. Anyone entering with extra items to be sold during craft show hours **must** pay at the gate or have vehicle pass. **There will be no exceptions. Everyone must exit through gate 4.**
6. Parking will be available to each exhibitor near the unloading area of their building and our committee people will be available to help direct you. Please be responsible for unloading and setting up your own merchandise. After unloading, **you must move your vehicle** to the rear of the building, or some other parking area away from front and sides of buildings. **There will be no unauthorized vehicle traffic allowed through pedestrian walkway after the show has begun.**
7. You will receive a confirmation and your vehicle pass for your vehicle window by September 5, 2021. No other information will be sent to you prior to the FINE ARTS & CRAFTS SHOW. **No duplicate passes will be issued.**
8. Camping reservations **must** be made with the 4-H Center at: vanderburgh4hcenter.com click on Book Your Campsite Today button or click on the Camping tab. **No** reservations can be made through the Extension Homemakers. No camping or sleeping in buildings after hours at any time!
9. Exhibitors will have the options of setting up exhibits on Friday, 12:00 noon to 7:00 p.m. and Saturday beginning at 7:00 a.m. Doors will open at 7:00 a.m. on Saturday and Sunday for the convenience of the exhibitors. **NO EARLIER!** Our staff is instructed not to open the doors before these hours.
10. If you arrive at the 4-H Center before 12 noon on Friday before the Craft Show, the 4-H Center will charge you a \$16 parking fee for using the grounds. The Extension Homemakers do not begin renting the grounds until 12 noon on Friday before the Craft Show, so this is out of our control. Please call 812-867-6217 to arrange arriving before 12 noon and paying the fee to the 4-H Center. Thank you for your assistance in this matter.

11. The buildings will be closed & locked at 7:00 p.m. on Friday and 5:00 p.m. on Saturday. **We will not be responsible for any losses or accidents that may occur.** Security officers will be on the grounds during Craft Show hours only. We do not provide overnight storage for exhibitors whose areas are not in the enclosed buildings. Booths or tables left with merchandise are the responsibility of the exhibitor.
12. We are able to offer a variety of exhibitor areas. Each area has different advantages and we are in hopes that they will accommodate our exhibitors. Please select your area carefully and then fill out the enclosed form. **Please note what is and is not furnished with each area.** We cannot be responsible for exhibitors who do not understand the terms and/or size of their location. If you have any questions, call the Fine Arts & Crafts Show registration chairman listed below **before the Craft Show.**
13. There are **no rain dates.** PLEASE be prepared to handle any weather conditions according to your space.
14. Snack Bars will be operated on the grounds. Snacks, sandwiches, soups and drinks will be available throughout the day.
15. A Fine Arts & Crafts Show Office will be in operation in the 4-H Center Activities Center Conference Room. Staff members will be able to provide additional help that may be necessary. Should you need information or assistance, please go to the office.
16. A limited number of exhibitor areas are available with electricity. Please refer to your description of Exhibitor's areas.
17. You are expected to keep your booth open until 4:00 p.m. If you sell all your merchandise or if you have an outside booth and weather conditions force you to close before then, please check in at the office ***or forfeit your space for next year.***
18. Please bring sufficient funds to operate your booth. Neither the Craft Show Office nor snack bars will provide change.
19. Vanderburgh County Extension Homemakers is an organization that follows non-discrimination policies. By signing this agreement, you are also expected to follow those policies. You will be asked to leave and forfeit your space.
20. The Vanderburgh County Extension Homemakers Association Fine Arts and Crafts Show Committee reserves all rights to interpret the above rules in accordance to the mission statement of the organization and the integrity of its members.

Fine Arts & Crafts Show *Registration Chairman:*

Shannon Johnson
7841 Hwy. 65
Evansville, IN 47720
Phone: (812) 963-6121
Email: shannon6854@hotmail.com
Website: www.evansvillecraftshow.com



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EXHIBITOR'S AREAS

All Exhibitor Areas are the same price. The fee for the two days is \$80.00 per exhibitor area. Electricity is available in most areas (see specific area for electrical details). It will be \$10.00 per space for using the electricity; you must request and pay in advance. No electricity may be requested after arriving on grounds. No one-day rentals available; no tables/chairs.

AUDITORIUM (A)

This building is air-conditioned. An exhibitor area consists of a space 10' wide x 6' deep. One electrical outlet is available along the wall only. An additional charge for electricity is \$10.00/outlet. Spaces 56-65

ACTIVITIES CENTER (E)

This building is air-conditioned. An exhibitor area consists of a space 10' wide x 7' deep. An additional charge for electricity is \$10.00/outlet.

COMMERCIAL BUILDING (D)

This building is enclosed but is not air-conditioned. Two sizes of exhibitor areas are available in this building.

1. Perimeter areas are 10' wide x 14' deep. One electrical outlet/space available. An additional charge for electricity is \$10.00/outlet. Only those needing electricity may rent these areas. You **MUST** pay for electricity whether used or not in these spaces.
2. Center areas are 15' wide x 7' deep. Electrical outlets available. An additional charge for electricity is \$10.00/outlet.

3. INDUSTRIAL BUILDING (C)

This building has a concrete floor but is not enclosed. Two sizes of exhibitor areas are available in this building.

1. Perimeter areas are 10' wide x 14' deep. One electrical outlet available. An additional charge for electricity is \$10.00/space. Only those needing electricity may rent these areas. You **MUST** pay for electricity whether used or not in these spaces.
2. Center areas are 12' wide x 7' deep. Electrical outlets available. An additional charge for electricity is \$10.00/outlet.

SHOW BARN (G)

Electrical outlets available. An additional charge for electricity is \$10.00/space.

FRONT - Concrete floor - not enclosed;
Perimeter area - 12' wide x 10' deep
Center area - 12' wide x 10' deep

CENTER - Concrete floor – enclosed;
Perimeter area - 12' wide x 10' deep
Center area – 12b ' wide x 10' deep

SMALL ANIMALS BARN (I)

This building has concrete floor but is not enclosed. The exhibitor areas are 12' wide x 8' deep. Electrical outlets available. An additional charge for electricity is \$10.00/space.

SWINE BARN (H)

This building has concrete floor but is not enclosed. The exhibitor areas are 12' wide x 8' deep. Electrical outlets available. An additional charge for electricity is \$10.00/space.

OUTDOORS (O)

Outdoor spaces will be on the walkway between the Auditorium and the Activities Center. An exhibitor area consists of a space 12' wide x 12' deep. Electrical outlets available. An additional charge for electricity is \$10.00/space.

Not responsible for conditions created by nature. If you have any questions, you may view the area in advance.

NO TAPE OF ANY KIND ALLOWED ON FLOORS OR WALLS.