



**Friends of the Lebanon-Laclede
County Library
Arts and Craft Show**

Friday, September 17 10:00 to 4:00,
Saturday, September 18 9:00 to 3:00 pm



Friends of the Lebanon-Laclede County Library will be hosting an Arts and Crafts Show at the Lebanon, Laclede County Library in Lebanon, Missouri on September 17 and 18, 2021 at 915 S. Jefferson Avenue, Lebanon, MO. Our hope with your help and the help from our community, we will be able to create a wonderful show while raising money for our library programs. Please fill out the form below if you would like to participate in our show. Also, feel free to tell any other craft vendors you think may want to participate in our show.

Send any inquiries to Robin Johnson at robinyjohnson@gmail.com. You may email your form or use regular mail to: Friends of the Library, c/o Robin Johnson, 25160 Hideaway Lane, Lebanon, MO 65536

All forms and registration fees are due by Friday, August 20, 2021 at the above email and address.

Arts and Crafts Show Application Form

Contact Information:

Art or Craft or Vendor Company Name if applicable: _____

Your Name: _____

Mailing Address: _____
(Route or Street) (City) (ST) (ZIP)

Home Phone: _____ Cell Phone: _____

E-mail address: _____

If applicable, Your website: _____

Your Facebook: _____

Type/s of products you will be selling:

- | | | | |
|----------------------------|--------------------|---------------------|---------------------|
| _____ Fine Arts | _____ Yarn Crafts | _____ Jewelry | _____ Dolls |
| _____ Cards | _____ Pottery | _____ Canvas Art | _____ Woodworking |
| _____ Miscellaneous Crafts | _____ Sculptures | _____ Sewing Crafts | _____ Illustrations |
| _____ Soaps/Herbals | _____ Other: _____ | | |

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	25160 Hideaway Lane	
	Lebanon, MO 65536	

Products continued:

List of items to be sold: _____

Other information you feel we should know: _____

Special Space Needs: (wheelchair access, etc) _____

Booth size and rental choices:

Dollar Amount

_____ I will rent one 8’x8’ space at \$35.00 each
(Booth rental space includes one table, 6’ long and two chairs) _____

_____ I will bring my own tables, chairs, etc. The booth space will be
an 8’x8’ space at \$35.00 each _____

_____ I will need electricity, for a \$5 fee, will bring own cord
(there is limited availability of wall space for electricity) _____

_____ I will need an additional table for \$10, tables are 6’ long _____

Total Booth Rental Fee _____

For the application to be “accepted,” the following must be at the address of Robin Johnson by Friday, August 20, 2021 (see address below)

For your personal information, you must have

_____ Completed Vendor Application Form

_____ Signed the Terms and Conditions Form

_____ Payment submitted to Friends of the Library, Robin Johnson

Method of Payment:

_____ Check for above booth rental fee _____ Cash for above booth rental fee

Make your check payable to: **“Friends of the Library”**

**C/O Robin Johnson
265160 Hideaway Lane
Lebanon, MO 65536**

If you have questions or concerns, you may email Robin at: robinyjohnson@gmail.com. Your registration will be confirmed within two weeks by email or postal mail.

Printed Name

Signature

Friends of the Lebanon-Laclede Library

Friends of the Library

September 17, 2021

Arts and Craft Show

c/o Robin Johnson

September 18, 2021

25160 Hideaway Lane

Terms and Conditions

1. Set up/Break Down: All Exhibitors must be set up and ready to sell by 10:00am Friday, September 17. Exhibitors may begin setting up at 8:00 am the day of the show. Break down can start no sooner than 3:00 pm on Saturday, September 18 and must be completed by 4:00 pm. No vendor is to close before the official closing time. Sellers are responsible for their selling spaces. **Before leaving, be sure your area is clean and trash-free.
2. Exhibitor Spaces: Exhibitor spaces will be assigned. Placement and flow will be taken into consideration to provide the best experience for show attendees. 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-serve 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. Exhibitor Responsibility: Exhibitor will be fully responsible for any loss or damage to his or her property by theft, fire, or casualty. Friends of the Library (FoL) expressly disclaims any responsibility for same. Exhibitors shall be responsible for any damage which may be incurred to the facilities as a result of or in connection with its operation. Each exhibitor is responsible for the conduct of his employees and/or representatives and activities must not detract from the image or welfare of the show.
4. Staffing: Exhibitor tables/booths must be manned at all times and remain intact until show closes at 3 pm on Saturday. Friends of the Library (FoL) is not responsible for merchandise or display materials.
5. One Business per Table: Only one (1) business per booth; space may not be sublet or shared without prior approval of an authorized staff of Friends of the Library (FoL).
6. Electricity: Electricity will be available on a first-come first serve basis as electricity is not available down the center isles, only along the outer walls. Electrical service requires an additional fee of \$5. Any extension cords must be provided by the exhibitor and adhere to ADA standards.
7. Tables and Chairs: Each Exhibitor may furnish their own chairs, tables, stands; no tents or canopies. If you wish to rent additional tables or chairs, please note that on the application.
8. Payment: The full payment is a non-refundable registration fee for the selected space and is due with the submission of this agreement. This fee will be used to cover advertising and other incidental costs associated with the production of this event. All proceeds benefit the library programs.
9. Cancellation of Space: Application fees are non-refundable. No refunds will be made for weather, accident, health, or other causes for non-participation.
10. Indemnification: Exhibitor agrees to indemnify and hold harmless Friends of the Library, (FoL) from and against any loss, expense, claims, damages, causes of action, vandalism, theft, injuries, suits or damages, suits to person or property, including attorney fees, arising out of or related to the operation of the Exhibitors at the Friends of the Lebanon-Laclede County Library Arts and Crafts Show.

11. I have read and agree to the above terms.

Signature: _____

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