Attached please find an application for IUPUI Staff Council’s Annual Juried Fine Arts & Crafts Fair. All applications should include up to four pictures of your art or craft and will be judged by a committee of Staff Council members. We reserve the right to limit the number of booths in any particular craft category. Please remember to include an accurate description of your art or craft on the application. We are only accepting items which are hand-crafted by you. The sale of candles, potpourri, clothing, etc., that are not hand-made or not contained in a hand-crafted item are prohibited. Commercially made or mass-produced items for resale will not be allowed. If we find you have commercially made items, you will be asked to remove those items or tear down immediately and you will forfeit your booth fee. We also require that all tables be skirted or covered to the floor. Vendors will not be allowed to sell any homemade food items.

Please return the completed application, up to four (4) pictures of your art or craft to the name and address listed at the top of the application by July 1, 2010. Please do not send the booth fee with your application. If your application is accepted, you will receive a confirmation letter which will indicate the amount you owe for the reservation of a booth(s). Participation in the 2010 show does not constitute automatic participation in future shows.

Our fair will be advertised in area newspapers and at various businesses. A variety of food options will be available throughout the day in the Campus Center for the convenience of vendors and customers. Barnes & Noble Bookstore featuring Starbucks Coffee will be open beginning at 8:00 a.m. Parking will be available for vendors in the Vermont Street Garage. Visitor passes will be provided for your parking needs, 1 pass per vendor for Friday evening set-up and all day Saturday. IUPUI Staff Council reserves the right to make necessary changes without prior notification. More information about the Campus Center can be found on-line at: http://www.iupui.edu/~sldweb/campus-center

All proceeds from booth rental will go towards IUPUI scholarships and university projects.

If you have any questions, please contact Beth Chaisson at echaiss@iupui.edu or 317-274-4716.

“The Trustees of Indiana University, IUPUI and the IUPUI Staff Council are not responsible for any items left unattended.”
Fine Arts & Crafts Fair Application
Attn: Beth Chaisson
699 West Drive, RR 208
Indianapolis, IN 46202

Submit Electronically: echaisso@iupui.edu

Date: ____________________

*Name_____________________________________________________________________________________________

*Address___________________________________________________________________________________________
(Please include city, state, and zip)

*Phone_________________________________ (Please include area code)

*Email_____________________________________________________________________________________________

Type of Art/Craft(s) __________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________

Number of Booths @ $60 ea. _____  (2 chairs included with each booth)
Number of Tables @ $5 ea. _______
Electricity:  Yes _____ No_____

Additional Comments: ________________________________________________________________________________
__________________________________________________________________________________________________

We are providing security and the building will be locked, however, IUPUI and Staff Council are not liable for lost or stolen items. By signing this application, you are agreeing to hold the University and Staff Council harmless.

__________________________________________________________________________________________________

Signature                                                                                                                        Date

Booth size is approximately 10’ x 10’. Please use the back of this application to sketch the layout of your booth. We use this information to help place vendors in booths according to their display and set-up design.

On behalf of IUPUI Staff Council, thank you for your interest in our Annual Fine Arts and Crafts Fair. We look forward to working with you!

*The information on this application will be kept confidential.

Application Deadline: July 1, 2010