

# DUTCH FAIR CRAFT BOOTH APPLICATION

FIRST REFORMED CHURCH OF SCOTIA  
224 N. BALLSTON AVE (ROUTE 50)  
SCOTIA, NEW YORK  
**SATURDAY SEPTEMBER 21, 2024**

First Reformed Church of Scotia will be hosting their 74th annual Dutch Fair craft show and rummage sale. Route 50 is the main road that travels through Scotia from Scotia to Saratoga. Some of the activities for the weekend in addition to the crafts include a rummage sale, activities for children, and food. Admission/parking free.

<b>SHOW HOURS:</b>	<b>9:00AM - 3:00PM (Set-up 7:00am)</b>	
<b>SPACE SIZE:</b>	<b>10' X 10' (Outside)</b>	<b>8'D X 10'L (Inside)</b>
<b>COST:</b>	<b>\$30.00 PER SPACE</b>	<b>\$40.00 PER SPACE</b>
<b>ELECTRICITY:</b>	<b>LIMITED +\$5.00</b>	<b>+\$5.00</b>
<b>TABLE RENTAL</b>	<b>(INSIDE ONLY – LIMITED) +\$5.00 PER 8' TABLE</b>	
<b>COUNTY/TAX:</b>	<b>8% SCHENECTADY</b>	

Each exhibitor is required to have their own set-up, and tables must be covered to the ground on at least three (3) sides and boxes stored out of sight. Exhibitors must be set up by 9:00AM, and no early break down permitted. If electricity is needed, Exhibitor must supply lead/extension cords.

All crafts must be handcrafted by the exhibitor. Each exhibitor is required by the state of New York to display their NYS sales tax certificate. Each exhibitor is responsible for collecting taxes necessary in connection to all sales.

Your canceled check is receipt and acknowledgment of acceptance into the show. If for any reason you are not accepted your check will be returned immediately with a letter of explanation. **Application deadline: Friday, September 6, 2024.** If you have any questions, feel free to call the church office **518-370-4751** or e-mail **office@firstreformedscotia.org**.

----- **RETURN BOTTOM ONLY** -----

By submitting application, I, \_\_\_\_\_ as an exhibitor, agree that First Reformed Church of Scotia, is not responsible for injury or loss of merchandise due to negligence, theft, fire or water damage. **Insurance for injury is the sole responsibility of the exhibitor.**

NAME \_\_\_\_\_ BUSINESS NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
CRAFT DESCRIPTION \_\_\_\_\_

E-MAIL ADDRESS (required) \_\_\_\_\_

**Checklist: NYS sales tax certificate #** \_\_\_\_\_  
**OUTDOORS** - # \_\_\_\_\_ Spaces @ \$30.00 = \$ \_\_\_\_\_  
**INDOORS** - # \_\_\_\_\_ Spaces @ \$40.00 = \$ \_\_\_\_\_  
**TABLES (INDOORS ONLY)** - # \_\_\_\_\_ @ \$5.00 = \$ \_\_\_\_\_  
**ELECTRICITY (OUTSIDE IS LIMITED)** + \$5.00 = \$ \_\_\_\_\_  
**Total to remit = \$** \_\_\_\_\_

All entries must be received with a total fee. Check or money order must be made payable and mailed to: **FIRST REFORMED CHURCH OF SCOTIA ("FRCS" for short)** 224 N. Ballston Ave, Scotia, New York 12302.

**See you Saturday, September 21st!!!!**

## **General Exhibitor Information and Rules:**

**1. DEADLINE:** for all applications is FRIDAY, SEPTEMBER 6, 2024. Late applications may be accepted ONLY if space is available.

**2. PAYMENT:** is due in full at the time of application submission.

### **3. ACCEPTANCE:**

- Once application is received and accepted, we will notify you via email.
- You will be notified if spaces are no longer available, and your check will be voided.
- Checks will not be deposited until a week before the fair.
- FRCS reserves the right to decline any application if it deems such action to be in the best interest of the church.

**4. DIRECT SALES: NO direct sales companies will be allowed, crafters only.**

**5. SET UP:** Set up between 7:00am and 8:30am. ALL vendors must be completely set up and cars moved out of the way NO LATER THAN 8:30am. Vendors are not allowed to take down or leave the fair before 3:00pm. We would like all our customers to have the same shopping experience whether they show up at the beginning, middle or at the end of the event. Vendors are required to clear their area and dispose of their own trash.

**6. BOOTH INFORMATION:** Vendor space will be assigned. Placement, flow, and competition will be taken into consideration to provide the best experience for all fair attendees. If you have special space needs, please include your request with your application and we will make every effort as possible to accommodate you if possible.

- Vendors are responsible for providing your own TABLES & POP-UP's (*unless prior arrangements are made to rent tables – applicable to indoor spaces only*)
- All safety precautions must be taken by vendors when setting up displays.
- Vendors are expected to keep display area neat and clean.
- Booth space is limited to one business only.
- No vendor shall arrange their exhibit as to obscure or interfere with nearby vendors; and must not extend beyond the reserved space.
- Vendor tables/booths must always be manned and intact until show closes at 3:00p.m. No vendor is to close before the official closing time.
- No discriminatory or hateful language items, open flames, tobacco or drug paraphernalia/language items are permitted.

**7. ELECTRICITY:** Electricity will be available as a first come first serve basis as it is not available in all areas. Electrical service requires an additional fee of \$5.00. Extension cords must be provided by the vendor.

**8. VENDOR RESPONSIBILITY / INDEMNIFICATION:** First Reformed Church of Scotia, is not responsible for injury or loss of merchandise due to negligence, theft, fire, or water damage. Insurance for injury is the sole responsibility of the exhibitor. Vendor shall be responsible for any damage which may be incurred to the facilities because of or in connection with its operation. Each vendor is responsible for the conduct of his/her employees and/or representatives. Disrespect to any participant, staff member, or craft fair volunteer is grounds for immediate expulsion from the craft fair and any future craft fairs.

**9. PUBLICITY:** A pdf file of the event flyer will be provided for you to email/use on social media to your family, friends, clients, and associates will be provided via email. Extensive advertising will be done by First Reformed Church of Scotia via social media, community calendars, church publications/websites, Daily Gazette Ad as well as signage in local/regional areas and venues.