



Information Sheet

Date & Time	Saturday, November 17, 2018	8:00 am to 2:00 pm.	Tear down: 2:00 – 4:00 pm
Place	Olive Knolls Church of the Nazarene, Family Life Center & Grassy Area 6201 Fruitvale Avenue, Bakersfield, CA 93308 (Between Olive Drive and Norris Avenue)		
Registration	Send to the church office Attn: Craft Fair Registration.		
Coordinator	Crystal Alexander , email oknazcraftfair@gmail.com or church phone (661) 399-3303.		
Craft Details	<ul style="list-style-type: none"> ▶ Must be handcrafted by you or someone you know, no “handcrafted” in China. ▶ No commercially made and/or catalog/party items. ▶ No items related to alcohol consumption (wine corks, bottles, etc.), cigarette/cigar use, or of a risqué nature or theme, or counter to the religious nature of the setting. If unsure, check with the organizer. ▶ The Craft Fair is by invitation only. In an effort to keep consistency and prevent confusion, please <u>do not copy</u> this registration and pass it out. Feel free to give the email address oknazcraftfair@gmail.com or church number, 399-3303, to any interested crafters. New crafters may not join you in your registered single booth unless they have submitted a New Crafter Application and been approved. Each Crafter MUST fill out his/her own registration form. If sharing one booth, submit two registration forms with one payment and indicate whom the payment is for. If you would like to be near or next to another Crafter, you may indicate that on the registration form. If you are registering for multiple booths, you must be the ONLY Crafter in those booths. 		
Deadlines	<ul style="list-style-type: none"> ▶ Priority Registration is for Crafters who have been in our craft fair in the last 4 out of 5 years. Priority Registration begins on August 13th and ends on August 20th. In order to insure priority booth placement, your registration <i>MUST be received by August 20th</i>. ▶ Returning Registration is for Crafters who have been in our craft fair in the past. Returning Registration begins on August 20th and ends on August 31st. In order to insure booth placement ahead of new crafters, your registration <i>MUST be received by August 31st</i>. ▶ New Crafter Registration is for new Crafters who have submitted a New Crafter Application and have been approved. New Crafter Registration begins September 10th. ▶ Registration fees will increase on October 22nd. ▶ Registration closes on Friday, November 2nd and all registration <i>MUST be received</i> by this date. 		
Set-up	<ul style="list-style-type: none"> ▶ The building will be available for set-up, Friday, November 16th, 1pm – 6pm and 6:00am – 7:30am the morning of the event. Outdoor booths must set-up on Saturday morning. ▶ All items must be set up by 7:30 am on Saturday morning. ▶ Tear-down only after 2:00 pm. Crafters who break down early will not be invited back. Everyone must vacate the building by 4:00 pm. 		
Misc.	<ul style="list-style-type: none"> ▶ Each crafter is responsible for his/her own transactions and change. ▶ Food & drinks may be consumed at table, but please clean up afterward. ▶ Background music will be provided through the church PA system. ▶ Wifi will be available to crafters who wish to use phone/tablet payment system. 		
Promotion	<ul style="list-style-type: none"> ▶ Each crafter is encouraged to distribute flyers, which will be available weeks before the Fair. You will receive some flyers with your confirmation letter. If you'd like more, please email oknazcraftfair@gmail.com. ▶ Radio ads, newspaper ads and Kern County Family magazine ads will be placed. ▶ Online advertising through KernEvents.com. ▶ We have a Facebook page for Crafters to share with their friends and family. You can LIKE the page by searching for Olive Knolls Craft Fair. 		
Purpose	<ul style="list-style-type: none"> ▶ Please remember the purpose of this event is to provide an opportunity to sell handmade crafts to the Bakersfield community while raising money to provide scholarships for Women's Retreat and other Women's Ministry programs. ▶ Pancake Breakfast and Soup/Salad Lunch raise money for Olive Knolls Christian School. 		

Organizers reserve the right to deny participation, to remove or excuse any crafter for violating stated policies, exceeding booth parameters, or for behavior detrimental to the mission and purpose of the fair. This includes rudeness, gossiping, causing dissention or circumventing New Crafter Application process.

Booth Details	<u>8-foot Table Space</u>	<u>10' x 10' Space</u>
	<ul style="list-style-type: none"> Indoor space in center of Family Life Center 2 chairs provided per space One 8-foot table provided per space - NEW Electricity not available No canopies Items must fit on top of table. Email if alternate configuration is required. No more than 2 crafters/helpers per 8' space at any given time. All crafters/helpers must wear provided badge behind table. 	<ul style="list-style-type: none"> Indoor space along walls of Family Life Center 2 chairs provided per space One 8-foot table provided per space. May rent more. NEW Electricity available, first-come/first-served basis during setup. Must request on registration form. Chords/power strips need to be provided by crafter. Canopy not required. Canopy spaces available on first-come/first-served basis. Canopy cannot exceed 10' x 10'. No more than 3 crafters/helpers per 10' space at any given time. All crafters/helpers must wear provided badge while in booth. If using multiple booths, may not exceed 4 crafters/helpers per registration.
	<p>\$45/space \$65/space on/after October 22nd</p>	<p>\$100/space \$140/space on/after October 22nd</p>
	<u>12' x 12' Space</u>	<u>Additional Information</u>
<ul style="list-style-type: none"> Outdoor space on grass Chairs NOT provided Table(s) not included, may rent Electricity not available/no generators allowed <u>Canopy required</u> Canopy cannot exceed 12 x 12 Rain or shine No more than 3 crafters/helpers per 12' space at any given time. All crafters/helpers must wear provided badge while in booth. If using multiple booths, may not exceed 4 crafters/helpers per registration. 	<ul style="list-style-type: none"> If space accommodations are required that don't these guidelines, please email oknazcraftfair@gmail.com for consideration. Location requests are at the discretion of the organizers. Decorations and other display items are at the discretion of the crafters. Crafters are not permitted to attach anything to walls and railings. Booth fee refundable if cancellation notice is made before October 19th. <u>The FINAL day for registration is Friday, November 2nd. All registration forms must be received by this date.</u> 	
<p>\$40 per space \$50 per space on/after October 22nd</p>		