



Phelps Connections for Seniors

12200 Dillon Outer Road, Rolla, MO 65401

CRAFT VENDOR REGISTRATION FORM

Saturday, July 12, 2025 9:00am-3:00pm

Inside \$45.00 per booth Outside \$35.00 per booth (With electricity, add \$5.00)

NAME: _____

BUSINESS NAME: _____

ADDRESS: _____

CITY: _____

POSTAL CODE: _____ BUSINESS PHONE NUMBER _____

EMAIL: _____

Please describe your craft items (Handmade Items Preferred): _____

Photos can be submitted with application.

BOOTH SPACE

1. Outside # of 12 x12 booths _____ @ \$35.00 per booth
2. Inside # of 8x 8 booths _____ @ \$45.00 per booth
3. Electricity _____ @ additional \$5.00 (Limited spaces available)
4. Inside or Outside # of 6 foot table and 2 chairs _____ @ \$15 per set

I have read the Terms and Conditions on page 2 and hereby agree to abide by the rules of the PCS craft fair. Booth space assignments will be emailed to vendors approximately July 1, 2025.

Please make Checks Payable to: Phelps Connections for Seniors

Vendor Signature _____ Date _____

GENERAL TERMS AND CONDITIONS

1. ASSIGNMENT OF EXHIBIT SPACE: Inside (the PCS building) and Outside Booths (in the PCS parking lot) will be assigned on a first come, first served basis. You will have a space of either 8x8 (inside) or 12x12 outside to set up as you please. Tables and chairs available to rent for the event. Tents are not provided. PCS reserves the right to limit the number of vendors in any one category. Vendors may not sublet space to anyone else. Payment for booth space(s) must be received prior to registration being accepted.

2. SET UP, TAKE DOWN AND DURATION: PCS inside and outside booth spaces will be available at 8:00am for set up and taken down by 4:00pm. Assigned spaces are to be set up by 9:00am Saturday and remain open until 3:00pm. In many cases, anyone arriving late and/or leaving early may be refused to enter in future PCS craft fairs.

3. BOOTH DISPLAYS: Vendor's booth must stay in their rented space, not interfering with other vendor's or walkways.

4. STAFFING: Vendors are required to have a staff person at all times throughout fair times.

5. CANCELLATION POLICY: No refunds issued after July 1, 2025.

6. Phelps Connections for Seniors or fair volunteers shall not under any circumstances be liable or responsible for ant loss, damage, theft, or destruction caused to any goods, equipment or other property belonging to vendor.

7. Phelps Connections for Seniors shall not under any circumstances be liable or responsible for any damage, loss or injury suffered by vendor or employees or by any person associated with or related to the vendor by reason of any change in the date, time or place of exhibition or the abandonment thereof.

8. The vendor shall be liable for all loss, damage, injury, claim cost and expense caused to any person or property in any circumstances whatsoever by the vendor, employee, or agents or the goods, exhibits, fitting, machinery and other property belonging to vendor for which the vendor is responsible and vendor agrees to indemnify PCS in respect of any such

loss, damage, injury claims, cost and expenses as aforesaid and all infringement of copyright or breach of license.

9. If PCS should be prevented from holding the craft fair by any cause beyond its control or if it cannot permit the vendor to occupy their rented booth space due to circumstances beyond their control including, but not limited to, pandemic, civil disobedience, inclement weather, acts of GOD, etc. PCS shall have no obligation or liability to the vendor.

10. Any contractual agreement made between a vendor and any supplier shall be between those parties and PCS shall not be a party thereto nor incur any liability on behalf of any one vendor in such contractual arrangement.

11. **PRIVACY POLICY:** We respect your privacy and will never sell or trade your name, mailing address, or email address. However, if contact information is requested from the public, we will furnish business names, phone numbers, email address and website unless you have indicated for PCS to keep it private.

Phelps Connections for Seniors is a 501(c) (3) not-for-profit organization. Your donations and contributions directly serve the Seniors of our community! Thank you for your support!

Return form and payment to:

Phelps Connections for Seniors

C/O Kristin Porter

12200 Dillon Outer Road, Rolla, MO 65401

ANY QUESTIONS- Please contact:

Kristin Porter- Director of PCS

Email: Kporter@phelpsseniors.org

Call #573-598-8155 (please leave message with date and time)
