



Officers' Spouses' Club

P.O. Box 327 • Fort Drum, NY 13602 • oscfair@yahoo.com

Craft Fair Vendor Application

November 14th, 2009

Mandy Molinari, Craft Fair Coordinator

Vendor Information: (PLEASE PRINT)

Name: _____

(last) (first)

Address: _____

Phone: (____) _____

(city) (county) (state) (zip)

Email: _____

(If you do not check your email messages at least once a week please leave it blank.)

Do you have a Military ID Card? Yes or No

Merchandise Information

Have you participated in our Craft Fair before? Yes or No

Items to be sold (i.e. antiques, jewelry, etc.) Please include a brief description **and a picture.**

Are you willing to donate an item to raffle? Yes or No

Table Requirements and Fees

\$45 per Space X # of Spaces: _____ = Total Space Rental: _____

\$15 per Table X # of Tables (max 2 tables) = Total Table Rental: _____

Total Amount Due: \$ _____

Please make check payable to "OSC" and mail with application to: OSC, PO Box 327, Fort Drum, NY 13602

Do you need Electricity? Yes or No

Do you have a Location Request? (We cannot guarantee exact location)

Vendor Helpers

Please list the names of the people that may be helping you:

1. _____ 2. _____
3. _____ 4. _____

Signature and Agreement of Vendor

I have read the Officers' Spouses' Club Craft Fair rules and regulations below and agree to abide by these rules.

Signature Date

OSC Craft Fair Committee Use Only

- # of Spaces: _____
of Tables: _____
Total Payment: _____
Date Payment Received: _____
Electricity: _____
Raffle Donation: _____
Military ID: _____
Notified: _____
Space #: _____
Additional Comments:

PLEASE NOTE THE FOLLOWING RULES OF THE FAIR:

1. Set up times will be determined. You will receive additional information once our Post entry procedure has been established.
2. The fee for the tables and spaces are non-refundable.
3. All spaces and tables will be assigned on a first come, first served basis. All space requests must be in writing (e.g.. I want a wall space.)
4. You must furnish your own change.
5. The Craft Fair committee reserves the right to refuse any vendor's product or service.
6. Parking at the entrances of the building is restricted to loading and unloading only.
7. DO NOT INFRINGE ON YOUR NEIGHBORS' SELLING AREA OR THE AISLES. (See note on the next page about canopies.)
8. In consideration of other vendors and patrons, please do not break down your booth until 4:00 PM.
9. If you sell something that requires a permit, it is your responsibility to obtain the permit.
10. Each vendor is responsible for any insurance coverage for the protection of the vendor.
11. Each vendor is liable for any damages to walls, floors, tables or chairs caused by the vendor.
12. The vendor assumes responsibility to pay all federal, state and local taxes, duties or assessments that may be levied or imposed on the vendor's operation, services, transaction, revenue and property.
13. In consideration for entry as a vendor, the vendor does hereby, release, remiss, forever discharge and agree to hold harmless the U.S. government, the Officers' Spouses' Club and all other officers and agents, the Fort Drum Recreation Division and all employees of, from any and all manner of action, causes of action, suits, charges, claims, demands and liabilities of whatever kind of nature to include death, personal injury and/or property damage whether due to accident or negligence which arise during the course of this event and further covenants not file a claim for such death, personal injury or property damage.
14. The Officers' Spouses' Club is a private non-profit organization and is not an instrumentality or agent of the U.S. Government or the Department of the Army. Said vendor is not an instrumentality of the U.S. Government, Department of the Army, or the Officers' Spouses' Club and makes no claims or advertise as such.

ADDITIONAL VENDOR INFORMATION:

- Booth spaces to measure 8 ft. deep and 10 ft. wide. These spaces will NOT accommodate the 10x10 canopies. As a result, no canopies larger than 8x10 are allowed without prior approval.
- One chair per space will be provided.
- Trash receptacles will not be provided so please bring your own and collect your own trash at the end of the Craft Fair.
- If you feel as though you need electricity, please bring your own extension cords. Electricity is not available in all spaces so we do not guarantee you will get electricity just because you request it. When you are notified of your acceptance, you will be told whether electricity is available to you.
- You will receive gate information as soon as possible. If there are any changes on gates, you will be contacted by phone or e-mail.
- Please make sure to list your helpers. Helpers' names will also need to be turned in to the gate MPs to make access easier for set-up times.
- It will be your responsibility to call or e-mail the Craft Fair Chairperson or Vendor Coordinator with any additional names that may be included before the event. Everyone 16 and older should have an ID. Also, bring registration and proof of insurance for all vehicles.