



**BOOTH & REGISTRATION DETAILS**

- Booth spaces are reserved as people register, first come, first serve. Priority will be given to: 1) Chamber Members, 2) Loyalty, 3) New Vendors. We encourage you to register online for this reason.  
<https://washingtoniowa.gov/experience-our-town/special-events-festivals/annual-craft-fair/>
- We only host one vendor per business (Pampered Chef, Tupperware,...)
- **Booth space has a \$50 base fee.**
- The average booth space is 10 x 10 ft. Some irregular booth spaces and prices are noted on map.
- Exhibitors will need to provide all their own tables, chairs, displays, and crafts.
- The Craft Show Committee reserves the right to deny any applications.
- **FOOD VENDORS:** please refer to the Food Vendor Form and/or guidelines.
- *As of 2014, all food vendors must have a regulation fire extinguisher.*
- Rain Date is May 13 (vendors will be notified within 24 hours before event).
- Collection and reporting of sales taxes is the responsibility of the Exhibitor (7%).
- **Confirmation will be emailed 30 days before the event, with your assigned booths You will not be assigned a booth until payment is received.**

**ADDITIONAL FEES**

- Electricity is \$5 (extension cords are not supplied)
- **Late registration: \$10 fee will be assessed to registrations within 2 weeks of event.** There is a additional **\$20 processing fee** for all registrations and payments received within 7 days of the craft fair.

**SCHEDULE & SETUP:**

- Check In/ Set Up: 7am—8:30am. *If you come before 7am we will not be able to assist with questions*
- Restrooms open at 7 am
- Food vendors will be serving throughout the day
- Exhibitors are asked to park off the square no later than 8:45 am. Parking will be announced at check-in
- Booth space (s) **must be clean at your departure. If not clean, vendors will not be considered for following year.** Dispose of trash in designated area & **break down boxes** and lay them beside the trash barrels.
- Any further questions can be answered at the information booth at the bandstand or call Michelle @ 319-321-4271

**REFUNDS will be subject to a \$5 cancellation fee. No refunds will be granted within 2 weeks of the event.**

Note: Sales Tax is 7%

**HOSTED BY:**



Washington Chamber of Commerce

**2023 SPRING CRAFT FAIR VENDOR REGISTRATION FORM**

Please detach and return with payment or credit card information **OR register online at [www.chamber.washingtoniowa.gov](http://www.chamber.washingtoniowa.gov)**

Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Business Name \_\_\_\_\_ Email: \_\_\_\_\_

Description of Crafts: \_\_\_\_\_

Tax ID# \_\_\_\_\_ Website: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Booth Space: 1st Choice \_\_\_\_\_ 2nd Choice: \_\_\_\_\_ 3rd Choice \_\_\_\_\_ 4th Choice: \_\_\_\_\_

Booth confirmation will be mailed to the above email or address. Keep the map and top of form for further reference.

**To guarantee your space enclose check with registration or go online and register NOW!**  
[www.washingtoniowa.gov/experience-our-town/special-events-festivals/annual-craft-fair/](http://www.washingtoniowa.gov/experience-our-town/special-events-festivals/annual-craft-fair/)