

Washington Craft Fairs

Central Park, Downtown Washington
9am - 3pm

**SPRING EDITION:
MAY 4TH, 2024**

(Rain Date: May 11th)

**FALL EDITION:
SEPTEMBER 7TH, 2024**

(Rain Date: September 14th)

BOOTH & REGISTRATION DETAILS

- Booth spaces are reserved on a first come, first serve. Priority will be given to: 1) Chamber Members, 2) Repeat Vendors, 3) New Vendors. We encourage you to register online for this reason.
- Only one vendor per business (Pampered Chef, Tupperware,...)
- **\$50 base fee for all booth space. Average booth space is 10 x 10 ft.** Irregular booth spaces & prices are noted on online registration/map.
- Electricity is an additional \$5 (Extension cords are not supplied).
- Exhibitors will need to provide their own tables, chairs, and displays.
- The Washington Chamber reserves the right to deny any applications.
- **FOOD VENDORS:** please refer to the Food Vendor Form & guidelines.
- **Rain Dates: Spring May 11th, Fall Sept 14th** (vendors will be notified 24 hours before event).
- Collection & reporting of sales taxes is the sole responsibility of the vendor (7%).
- Confirmation will be emailed 30 days before the event.
- **Booths are not guaranteed until payment is received.**
- **Late registration:** \$10 fee will be assessed to registrations within 2 weeks of event. \$20 processing fee for all registrations and payments received within 7 days of the craft fair.
- **REFUNDS** will be subject to a \$10 cancellation/rescheduling fee. No refunds will be granted within 2 weeks of the event, but we will consider applying vendor fee to a future show, minus the \$10 cancellation fee.

SCHEDULE & SETUP:

- Check In: 7am—8:30am. *You are welcome to set up before 7am, but please allow event staff to set up registration which opens at 7am.*
- Restrooms open at 7 am.
- Food vendors will be serving the entire event.
- Exhibitors are asked to park off the square no later than 8:45 am. Trailer parking will be shared at check in.
- Booth space(s) **must be clean at departure. If not clean, vendors will not be considered for following year.** Please dispose of trash in designated area & **break down boxes &** lay them beside the trash barrels.
- Any further questions can be answered at the information booth at the bandstand or call the Chamber at 319-653-3272.

\$5 Early Bird Discount for signing up & paying within 7 days of previous year's event.

205 West Main Street Washington, Iowa 52353
Phone: (319)653-3272 Fax (888)833-3529
E-mail: events@washingtioniowa.org
www.chamber.washingtioniowa.org

2024 Craft Fair Vendor Registration Form

Please detach & return with payment or credit card information **OR register online at:**
<https://washingtioniowa.gov/craft-fair-fall> <https://washingtioniowa.gov/craft-fair-spring>

Name _____ Phone Number _____

Business Name _____ Email: _____

Description of Crafts: _____

Tax ID# _____ Website: _____

Address: _____ City: _____ State: _____ Zip: _____

SPRING Booth Space: 1st Choice _____ 2nd Choice: _____ 3rd Choice _____

FALL Booth Space: 1st Choice _____ 2nd Choice: _____ 3rd Choice _____

Electrical Hook-up Request: **SPRING** (\$5 fee): _____ **FALL** (\$5 fee): _____ Neither: _____

Payment Method: Check (please list the check #): _____ Cash: _____ Early Bird? _____ Total Payment: _____

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!

Return form & make checks payable to: Washington Chamber of Commerce, 205 West Main Street, Washington IA 52353

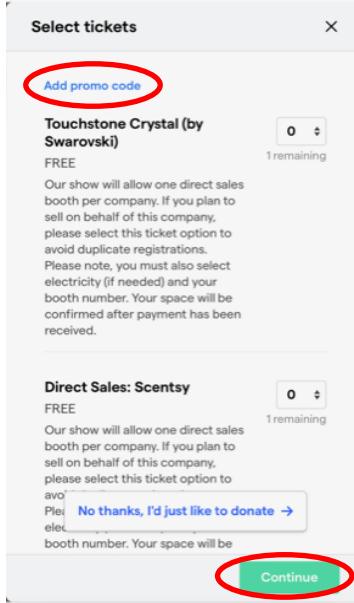
Online Registration Instructions

Visit <https://givebutter.com/SpringCraftFair2024> OR <https://givebutter.com/FallCraftFair2024>
OR scan the QR codes at the bottom of the page.

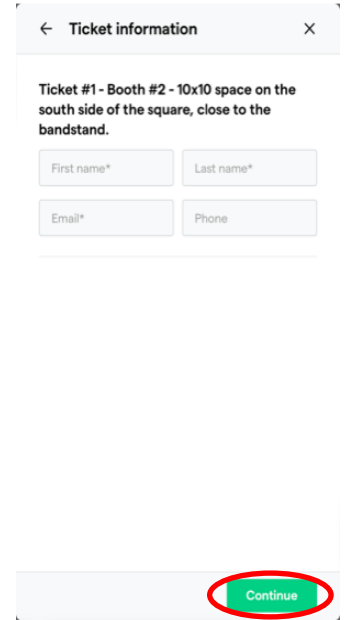
1. Click **Booth Purchase**.



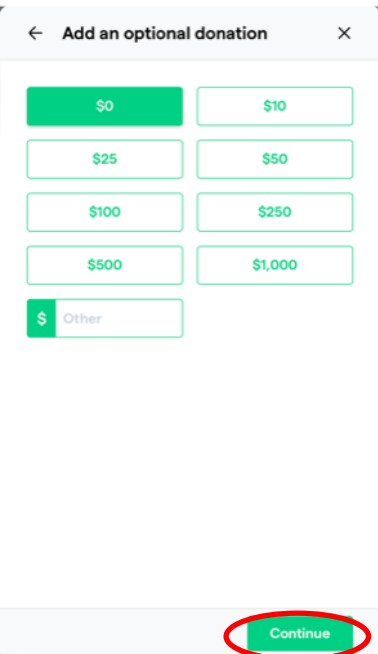
2. If you are registering with an Early Bird Discount, click **Promo Code**. Type in **EarlyBird2024** to receive your \$5 discount. Then select your booth and click **Continue**. If you are registering for multiple booths, contact us for add'l discount code. MLM's please be sure to select your business as well. If it doesn't show, please contact us.



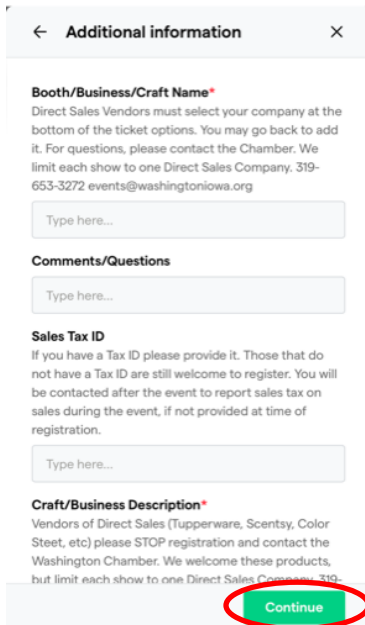
3. Complete the required fields and click **Continue**.



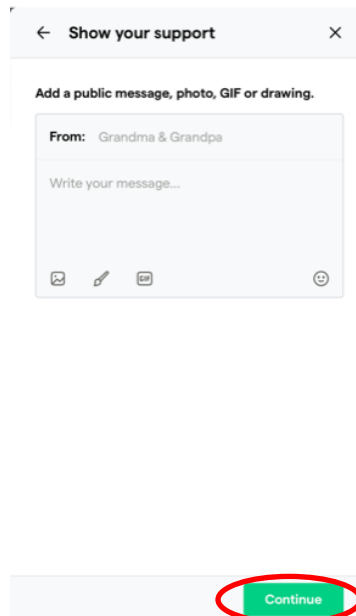
4. Click **Continue**. No donation is necessary to register for the Craft Fairs.



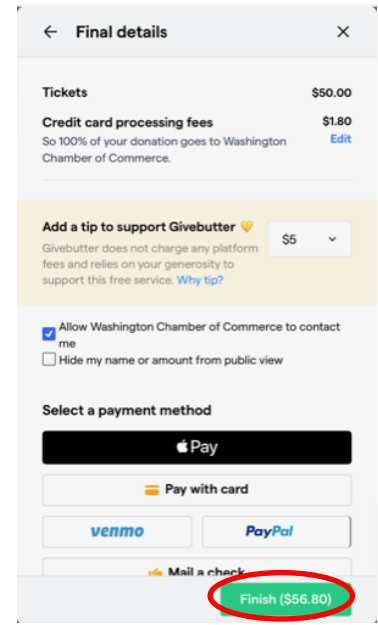
5. Complete the required fields and click **Continue**.



6. Add a photo if you would like and click **Continue**. We can use this to promote your business on social media leading up to the



7. Complete payment information and click **Finish**.



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Note on Payment:

Credit card payments will show as GiveButter on your statement. If you prefer to pay by check, you will receive an invoice from the Washington Chamber. Booth requests are not secured until payment has been received.