

Vendor/Craft Fair Registration Form – 2018

We hope you'll register and be a part of this year's Vendor Fairs at First Presbyterian Church.

This summer, we plan to host 3 Vendor Fairs which will run on three of the days of the downtown Cedar Rapids Farmer's Markets: June 2, August 18 and September 1st. Our fairs will take place in our Fellowship Hall and will run on those three Saturdays from 7:30 am – noon. (Which is the same time as the Farmer's Market) Setup will happen the day of each fair, starting at 6 am and we ask that all of our vendors be set up no later than 7:15 am. If your table is left empty by 7:15, we will take it down to make more space for others.

Our Vendor Fairs are youth fundraisers and, as such, we want to make them fair and equitable for all of our participants. In order to do this, we may take vendors that sell similar items, (ie: more than one jewelry company) but we will only be able to host one vendor per company (ie: only one Lularoe Rep, etc.) Each vendor will be provided an 8 foot space, but should bring their own table and chairs. (**Please note: this is DIFFERENT from last year.) You are welcome to bring more than one table, but your tables must fit into your 8 foot space (each space is approximately 8 feet wide by about 10 -12 feet deep)

Our booth fee is \$50 per fair, so \$150 if you'd like to do all three fairs. We will be taking both vendors and crafters and registration is on a first come, first served basis. Vendors/Crafters are responsible for providing their own change and setup materials for their booth. We have a limited number of spots that we can run electricity to, and electricity will be provided on a first come, first served basis.

I am putting this letter out to the vendors and crafters that participated last year first, but will start to distribute information to other vendors and crafters starting on May 15th, so please register early to insure you keep your spot!

To register: Please fill out the form that is attached and return to:

Heather Rey

Director of Family Ministries

First Presbyterian Church

310 Fifth Street SE

Cedar Rapids, IA 52401

**Please note: Registration Forms must be accompanied by the \$50 table fee and all registrations are on a first-come, first-served basis. You will receive a confirmation email upon receipt of your registration and payment.

2018 Vendor/Craft Fair Registration Form:

Your Name	
Company You Represent	
What do you sell? Please be specific	
Your Address	
Email Address	
Daytime Phone #	
Do you need electricity? (limited number of spots available)	

Please return registration form with \$50 table fee payment to: Heather Rey, Director of Family Ministries, First Presbyterian Church, 310 Fifth Street SE, Cedar Rapids, IA 52401

Registration forms will be honored in the order in which they are received. If you have any questions, please contact Heather Rey at heatherrey@fpccr.org