

JenKel Enterprises

16 Garrison Avenue
Keene, NH 03431
jenkelcraftshows@gmail.com

Dear Crafter,

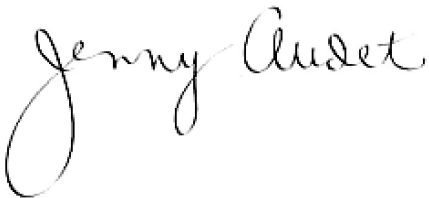
The next Annual Holiday Keene Craft Show will be on **Saturday, November 24, 2012**, held at Keene High School from 10 a.m. to 4 p.m. As always, JenKel's goal is to provide the best atmosphere possible for our crafters so that we all may meet with success. We hope to keep promoting a variety of quality, handcrafted products through your continued hard work and support.

As usual, a \$25 deposit, or payment in full, and a completed application form is due on a first come, first served basis in order to ensure your booth space. (Checks should be made payable to **JenKel Enterprises**.)

If you are a new crafter, or a returning crafter with significantly new items, please submit a photo of your craft/product. Also, send us a SASE if you would like your photo returned. Once accepted, you agree to adhere to the enclosed contract and its guidelines.

Don't forget to check out our website, **www.jenkelenterprises.com**, to access the latest craft show information and application forms. We look forward to another successful show. Please feel free to contact us if you have any questions. Thank you for your time and continued participation.

Sincerely,



Jenny Audet
(603) 357-3214



Kellie Jones
(603) 762-6900

and

CONTRACT

Craft Show Guidelines

All exhibitors will agree to and abide by the following guidelines upon acceptance into any and all events sponsored by JenKel Enterprises.

1. Some food vendors are allowed in the Show, and products must be a very high quality. Vendors are responsible for their own permits, if needed.
2. As the promoter, we reserve the right to remove any offensive product from a booth.
3. We will allow 10–15 jewelers or 25% of total booths sold.
4. The exhibitor agrees to comply with parking regulations at each show and will not block access areas for loading and unloading.
5. **A \$25 deposit, which is a commitment to the show, is required and non-refundable. The balance on the show is due 30 days prior to the show. You may post date a balance check and enclose it with your application.**
6. No open flames or confetti is allowed, unless given permission.
7. If your check is returned because of insufficient funds, you, the exhibitor, must replace it with a money order plus a \$20 additional fee.
8. The exhibitor agrees not to hold JenKel Enterprises or any facility of an event liable for damages or losses incurred as a result of participating at any event. Insurance is the exhibitor's individual responsibility.
9. I, the exhibitor, agree to be set up at least 15 minutes prior to the opening of the show, or forfeit my space if not set up in a timely manner.
10. The exhibitor agrees to act in a professional manner and to cooperate cheerfully with the show management and other exhibitors.
11. No smoking in the exhibition area. Smoke only in areas permitted.
12. All exhibitors will have a professional and safe display.
13. If an exhibitor takes an order, which is paid or has a deposit, the exhibitor is obligated to fill the order in a timely manner. If the exhibitor does not do so, the exhibitor is barred from all future shows.
14. The exhibitor agrees to pick up after oneself and not leave any rubbish in his/her space or he/she will be billed a \$25 clean-up fee.
15. Exhibitors must remain set up for the duration of the show and not leave early, except for severe illness or emergency, or you will be barred from all future shows without refunds.
16. Exhibitors agree to vacate the show premises in the allotted time given for breakdown.
17. Exhibitors agree to sell only items listed on their own applications.
18. JenKel Enterprises reserves the right to cancel an exhibitor for misrepresentation or any other appropriate reason.
19. No pets are allowed in the indoor craft show area.
20. JenKel Enterprises reserves the right to make changes and add to these guidelines.

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ANNUAL HOLIDAY CRAFT FAIR
EXHIBITOR APPLICATION

November 24, 2012 – 10 AM to 4 PM – Keene High School

To register, print and complete the form below, and return ASAP.

CONTACT NAME _____

EXHIBITOR'S COMPANY _____

COMPANY ADDRESS _____

CITY/TOWN _____

STATE _____ ZIP _____

TELEPHONE _____

E-MAIL ADDRESS _____

Description of Exhibit/Product: _____

List of all equipment you will be using _____

EXHIBITOR CHARGES

_____	Price	Quantity	Total
Booth Rental Space (5'x8')	\$85		
Booth Rental Space (8'x8')	\$95		
Booth Rental Space (10'x10')	\$110		

Optional

_____	Price	Quantity	Total
6' Table Rental	\$15		
Electricity	\$15		