Dear Crafters and Vendors,

It is that time of year again!! Please read the following information **completely** before completing and returning your application.  By submitting your application you agree to all policies of the Bridger Valley Craft Fair.  Applications will be accepted through November 22, 2019 or until all spaces are filled. Booths are first come first serve.

The following booth spaces are available:

9’ wide x 6’ deep @ $45 each

9’ wide x 10’ deep @ $80 each

There is a limit of 2 crafters/vendors per booth.  Remember, if your booth doesn’t fit within the allotted space, you must purchase additional booth space.  The committee will check each booth space after setup.

Electricity will be provided to crafters/vendors at an **additional fee of $5**, **on a first come basis**.

Wi-Fi will ONLY be available for crafters/vendors needing it for credit card readers, etc.  Wi-Fi is NOT for personal use.

**Retail Vendors:**  We will allow up to 2 retail vendors from each company, i.e. Scentsy, Pampered Chef, etc., if your company allows it.  It is the responsibility of the consultant/retail vendor to check their company’s policies.  Please make sure you state your company name and product description on the application.  If you feel there is a problem, please contact your company not a committee member.

**Drawings/Raffles:** You are permitted to do drawings or giveaways at your individual booth, but you are NOT allowed to sell any raffle type tickets of any kind.

**Door Prize:** Each crafter/vendor will donate a door prize with a minimum value of $25 to be given away by the committee throughout the craft fair.  This is good advertisement for your booth. Please have this prize to a committee member before 4:00 Friday the 6th.  Please make sure to attach your business card or your name so we know who the donation is from.

**Set-Up:**  All crafters/vendors must sign in prior to setting up.  A committee member will be at the front door with a sign in sheet and your booth assignment.  Sign in will begin at 12:00 pm on Friday, Dec 6th. \*\*NO EARLY SET UP WILL BE ALLOWED!\*\*  Everyone must be setup by 4:00 p.m. unless prior arrangements are made with the committee.  Booths must stay open for the entire event unless prior arrangements have been made.  The building will open at 8:00 am Saturday.  All crafters/vendors are required to bring their own tables, chairs and power cords if electricity was requested.  The school is locked up at night.  You can cover your items with a sheet or covering.  The committee and Bridger Valley Chamber of Commerce are not responsible for items left over night.

If you have questions or concerns, please email the committee at bvcraft\_fair@outlook.com or send us a message on Facebook messenger.  Our Facebook pages are Bridger Valley Christmas Festival Vendors Only or our public page is Bridger Valley Christmas Festival.  Please feel free to post pictures of your products on the public page.

If you are unable to comply with these policies, please do not submit an application.

We look forward to a fun and positive experience for all customers, crafters/vendors and committee members.

Thank you,

Renae Foote (307)747-0967 , Lynn Arnell (307)780-7589 & Heather Ayres (307)780-7119

-If there is no answer please leave a message and we will return your call –

Bridger Valley Christmas Festival & Craft Fair Application

Dec 6th, 2019 4:00 – 9:00

Dec. 7th, 2019 9:00-4:00

Lyman High School

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company Name (if applicable)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Mailing Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_State \_\_\_\_\_\_\_\_\_\_\_Zip\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of Craft, Product or Merchandise you will be selling:

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**Booth Information**

9’ wide x 6’ deep \_\_\_\_\_\_\_@ $45 each

9’ wide x 10’ deep \_\_\_\_\_\_\_\_@ $80 each

Electricity \_\_\_\_\_\_no\_\_\_\_\_\_\_\_yes  add $5 per booth

Backdrop/Wall Space \_\_\_\_\_\_no\_\_\_\_\_\_\_\_\_\_yes

THERE WILL BE NO FREE BOOTH SPACES GIVEN THIS YEAR!

Please return your application via email to **bvcraft\_fair@outlook.com** or if email is unavailable, mail to **BV Chamber of Commerce, PO Box 1506, Lyman, Wy 82937, Attn: Craft Fair**.  Applications will be accepted through November 22, 2019. Pay booth fee through PayPal at **bvcraft\_fair@outlook.com** ***(make sure you select friends and family so there is no fee taken***), or mail a check to BV CRAFT FAIR c/o Bridger Valley Chamber at the above address.

**Booth assignments are on a first come, first serve basis, once fee has been paid and verified.**