



Terms of agreement:

1. Rental space will be \$100, \$80 when registration is completed before 8/31/25. Alumni, and parent/grandparent of alumni/student, discount will be \$80 for rental space, \$60 when registration is completed before 8/31/25. Rental space includes a 10x8 ft space; 1 lunch; 1 chair. **Tables are not included with your space fee.** A limited number of 8' tables are available to rent for \$10 first come first served; one chair is provided and additional chairs are available to rent for \$2. Electricity is available for \$5 per crafter/vendor (limited availability-first come, first served). Extension cords are not provided in electricity fee and must be provided by the vendor.

In the event that the exhibitor check is returned by a bank or financial institute of any sort, due to insufficient funds, a \$25 administration fee will be charged to the exhibitor along with any bank fees incurred.

Note: Alumni/parent or spouse of alumni - please add your graduation year or child's name & grad year next to your name on the registration form.

2. Crafters/Vendors will be assigned a 10ft X 8ft booth space. Your space may be set up how you choose without infringing on neighboring crafters' space. Crafters/Vendors may not assign, sublet, or apportion the whole or any part of the space allotted to them without prior written permission from the craft fair committee. If you have special space needs, please include your request with your application and we will make every effort to accommodate you. Spaces are reserved on a first come, first served basis. Vendors must ensure that none of their display equipment extends beyond the space they have booked; this includes any rails, stands, or additional equipment.

3. All proceeds from individual craft sales go to the crafter. *Tax rate in Roseville, MN is 8.875%.* (we are not responsible for accuracy, please verify on your own)

4. Set up/ Break Down: All Exhibitors must be set up and ready to sell by 8:45 am the day of the craft fair. Exhibitors may begin setting up at 7:00 am the day of the fair. Early set up will be available on the Friday evening before the fair from 6:00 – 8:00 pm. An email will be sent prior to the event to sign up for early set up. Break down can start no sooner than 3:00 pm on Saturday and must be completed by 4:30 pm. Exhibitor tables/booths must be manned at all times. No vendor is to close before the official closing time. Before leaving, be sure your area is clean and trash-free.

5. The State of Minnesota requires a MN Sales Tax ID number in order to sell items at a craft show. Certain individual sellers are not required to register to collect sales tax if they qualify for the isolated and occasional sales exemption. (<http://www.revenue.state.mn.us>). There is not a fee to apply for a MN Tax ID#.

6. All items must be hand-crafted or sold from an independent consultant. Items may not be purchased simply for resale. Only one independent sales vendor of each brand (i.e. Norwex, Thirty One, Mary Kay, etc.) will be allowed. Vendors acting as independent sales consultants will be admitted on a first come, first served basis.

7. Crafters/Vendors selling aromatic items (i.e. candles, essential oils, etc.) are not permitted to diffuse scents or light/melt candles/wax during the craft fair event due to individual sensitivities and allergies.

8. We utilize both a main floor gym, commons area and lower gym (elevator accessible) for our event. If you have a preference as to which gym you prefer to be located please note that on your registration. We will try to accommodate requests.

9. Crafters/Vendors acknowledges that Concordia Academy will not be liable for any damages or injury to persons or property, sustained by conditions or activities on the premises. Crafters/Vendors are responsible for protecting their property and merchandise from damage or loss.

10. The Committee reserves the right to remove and/or deny future application to any crafter who exhibits improper behavior toward craft fair staff, students, patrons, and/or other crafters. We are a Christian school and expect all merchandise to be respectful.

11. No smoking, alcoholic beverages or pets are permitted on school grounds.

12. Funds raised from space rental goes directly back to the school and to the choir for choir tour. Food and concessions are a fund raiser for the dance team. Additional lunches, snacks and drinks may be purchased from concessions. Thank you for your support of Concordia Academy.

REFUND POLICY

1. If you must cancel from our show, notify us in writing prior to October 1, and we will refund *half* of your fees.

2. No refunds will be made after October 1. There are no exceptions to this rule.

3. You cannot transfer your space to another crafter.

4. If you have not arrived by 8:15 on Saturday morning and have not contacted us, you will forfeit your rental space and all fees you have paid.

*Note: Your rental space will not be guaranteed until all paperwork (registration form, tax form, and terms of agreement) is submitted and payment is received. **Contact CAcraftfair@concordiaacademy.com with questions***

**CRAFTERS/VENDORS – PLEASE NOTE:**

If you have not received an email from us confirming your registration within two weeks of registering, please contact us via email.

**CA Holiday Craft Fair
Registration Form**

The 2025 Concordia Academy Holiday Craft Fair will be held on:

Saturday, November 8 from 9:00AM to 3:00PM

Set up will be from 7:00 AM to 8:45 AM on the day of the fair/Early set up 6:00 – 8:00 PM the evening before

Tear down will begin no sooner than 3:00 PM and must be completed by 4:30 PM.

Online registration is available and preferred at www.concordiaacademy.com/craftfair or complete all information below, include payment, and mail to **Concordia Academy, 2400 N. Dale Street, Roseville MN 55113 Attn: Craft Fair.** Forms submitted only partially will be considered incomplete and returned to applicant.

Name: _____ Business Name: _____

Address: _____ City: _____ State: _____

Zip: _____ Phone Number: (____) _____ Email Address: _____

CA Affiliation: **Alumni** _____ (grad year) **Parent:** Current/Alumni **Grandparent:** Current/Alumni
Other (ie. Staff, spouse): _____ **CA Student/spouse name & grad year** _____

Craft or Item to be sold: _____

(Please provide a brief description of hand-made crafts. Note: Only one independent sales vendor of each brand will be accepted)

Special Requests: _____
(We do our best to accommodate any special requests, but do not make any guarantees)

Number of spaces requested: _____ (\$80 before August 31, \$100 after; Alumni \$60 before August 31, \$80 after) \$ _____

Tables ARE NOT included with registration fee. Limited number available to rent.

Table Rental (\$10.00): # of 8ft Table(s) _____ \$ _____

Chair Rental (1 included with space rental \$2 per add'l chair): # of add'l Chairs _____ \$ _____

(Note: Limited availability of tables and chairs. If renting tables and/or chairs, they will be set up in your assigned space before you arrive on Friday/Saturday)

Electricity (\$5.00, limited availability--first come, first serve. Vendor provides extension cords): \$ _____

Total Amount Enclosed (Make checks payable to **Concordia Academy**) \$ _____

Please note the Terms of Agreement for information regarding returned checks and fees incurred. Confirmation of application and will be emailed to you. If you do not have an email address, please include a self addressed/stamped envelope so a confirmation can be mailed to you.

Guest Drawings: We are asking vendors for donations to be used during hourly guest drawings (crafter & vendor names are also entered for drawing). Guests that attend the CA Holiday Craft Fair will receive a coupon to be entered in our drawings upon entering the event. Please note if you are able to donate an item (\$10-\$20 value). Donations will be collected when you check in.

YES, I can donate _____ NO, unable to donate at this time _____

I have read and agree to the CA Craft Fair Terms of Agreement.

Signature of Exhibitor _____ **Date** _____