



**APPLICATION FOR COMMERCIAL EXHIBIT SPACE
2016 SENECA INSTRUMENTAL MUSIC ASSOCIATION
SPRING CRAFT FAIR
09 APRIL 2016**

Date: _____

Contact Name: _____

Business Name: _____

****ARE YOU A CONSULTANT FOR AN ESTABLISHED DIRECT SALES COMPANY
(AVON/PAPMPERED CHEF/ETC)? YES / NO**

****IF YES, WHAT COMPANY?** _____

Contact Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Phone: (____) _____ **Alt/Cell Phone:** (____) _____ **Email:** _____

Description of Products to be Displayed or Sold: _____

Would you like to participate in Early Set-Up (see page 2)? YES / NO

Do you need electricity (\$5)? YES / NO

Please return fees with application. Make checks payable to SIMA. An explanation of fees is on the next page along with rental discount opportunities. THE FINAL DUE DATE IS FRIDAY 01APRIL 2016.

____ **Please check this box if you would like to process payment using PayPal**

Thank you for your interest in the 2016 Seneca Instrumental Music Association Spring Craft Faire. Below you will find booth regulations, an explanation of fees, and a special early-bird opportunity.

Dates/Times:

The craft fair is scheduled to occur on Saturday 09 April 2016 in the Kenneth Farmer Athletic Building on the campus of Seneca High School (3510 Goldsmith Ln, Louisville, KY, 40220). It will run from 9:00am – 2:00pm.

There will be two opportunities to come set-up your booth:

- Friday 08 April, 3:00pm – 8:00pm
- Saturday 09 April, 7:00am until show opening

If you would like to set-up on Friday, please indicate this on the proper line of the application above. Set-up will not be allowed during the show hours. Late or “no-show” vendors forfeit all fees. Tear down during the show hours is prohibited.

Security:

For those participating in early set on Friday, the athletic complex will be locked and secured; lobby and gymnasium. This section of the building is also on it's own alarm area, which will be armed for the duration of the night between Friday and Saturday.

Parking/Loading/Unloading:

There is a small row of parking spaces in front of the gymnasium that you may use to unload but we ask that vendors park in the outer lots so customers can use this lot on the day of the show. There will be assistance available, but please be prepared to dolly in your wares.

Special requests will be considered, but cannot be guaranteed.

Rental Fees:

The total rental fee for a booth is \$40, but there is an opportunity for a discounted rate.

- If your registration is received by Monday 29 February 2016, the rate is only \$30
- If your registration is received by Friday 01 April 2016, the rate is \$40
- Registrations received after 01 April 2016 will not be accepted.

You may pay your registration fees by cash, check, or through PayPal. Checks should be made out to SIMA (the Seneca Instrumental Music Association).

Remit Payment To: Seneca High School

ATTN: Dan Wise

Director of Bands

3510 Goldsmith Ln

Louisville, KY 40220 Email: daniel.wise@jefferson.kyschools.us

Phone: (502)485-8017

Fax: (502) 485-8174

Booth Considerations:

One booth space is 10'x10'. The venue is indoors and canopy tents are allowed. There are tables/chairs available for use, but their numbers are limited so you are encouraged to be as self-sufficient as possible. Accessibility to electricity is also available. Electricity requires special booth placement and set-up considerations and therefore has an additional charge of \$5.