

St. Wenceslaus School
8th Annual Handmade Market
Saturday, October 26, 2019
9:00AM-2:00PM
Information

Location: St. Wenceslaus Parish Activity Center (PAC)

227 Main Street

New Prague, MN 56071

Set-Up: Friday, October 25, 2019 5:00-8:00PM

Saturday, October 26, 2019 7:00-8:30 AM

Cost: \$50 per booth (10 x 6)

\$10 to rent an 8 foot table

\$5 Tablecloths

\$5 for access to electricity

Rules:

1. Items for sale are expected to be personally hand-crafted by the vendor and cannot be mass manufactured. Selling commercial lines (e.g. baskets, clothing) are not permitted.
2. Unless given permission, we no longer accept handmade items with our copyrighted SWS logo.
3. Food sales are not permitted. Please see food policy for details.
4. Registration will not be accepted without payment. Registration and full payment must be received by September 12, 2019. If registration and payment come after the above stated date the cost is \$75.

5. Cancellation. Registration fee is non-refundable. If you must cancel your registration, please notify us in advance as we will remove our information on our website.
6. Display. All tables must have table skirts that reach to the floor. Vendors are expected to bring their own display/shelving units and are not allowed to attach anything to the walls of the building.
7. Set up times are Friday, October 25th, from 5:00-8:00PM or on Saturday, October 26th, 7:00-8:30AM. For those who choose to set up on Friday, please note the entire building is locked and secure overnight; however the Handmade Market Committee and St. Wenceslaus Catholic Church/School cannot be held responsible for damage or stolen merchandise.
8. Vendors leaving product in the building overnight are required to complete the waiver form included with the registration form.
9. Parking. On the day of the market DO NOT park vehicle in the parking lot for the church/school. Please park on surrounding streets to leave the parking lot available to customers.
10. Tax Permits. Under MN State Law all exhibitors are required to apply sales tax. (Copy of Sales Tax Certificate number is required with application.) These Certificates are for our records only. Nothing is submitted to the state.
11. Two chairs per booth will be provided by the school. Staffing of the booth and security of crat items and money are the responsibility of the vendor.
12. Space Assignment. Space is assigned on a first come, first serve basis. Each location will be marked for you when you arrive. There is limited electric which will be on a first come, first serve basis. (Bring your own extension cord.) We ask that when you leave, please make sure your area is clean and you deposit garbage in containers.
13. All participants must stay the entire length of the show. No early tear down. Tear down is from 3:00-4:00PM.
14. A confirmation e-mail will be sent to indicate registration.
15. Proceeds from the sale are retained by the vendor.