To whom it may concern,

The Annual Arts and Crafts Fair hosted by Student Activities Council (SAC) will take place Wednesday, November 18 and Thursday, November 19, 2015 from 9 a.m. to 5 p.m. This fair gives individuals the opportunity to present and sell their work to the WSU student body, faculty and staff. Not only is it in a key location on campus, but the event also occurs during the beginning of the holiday shopping.

SAC hopes that you will accept the opportunity to be an exhibitor during the Arts and Crafts Fair. Exhibitors are expected to be set up and ready to sell their wares by 9 a.m. Exhibitors are required to have an attendant at their tables at all times. We are not able to provide storage for this event; however an SAC person will be present from open to close during the event.

This event will promote arts and crafts works to the WSU community and provide you, the exhibitor, a chance to show and sell your work. SAC will handle the following publicity for this event; official WSU press release, advertisement through the staff and student email newsletters, posters, handbills, frequent social media posting and additional posts on online community calendars.

Enclosed is the application to reserve a table space. The deadline for application and payment is Wednesday, November 4, 2015. The application may be turned in to the Student Involvement office directly or through a postal service.

If you have any questions or concerns, please contact the Student Activities Council at sac@wichita.edu, calling (316) 978-3022 or visit us in the Student Involvement office located on the WSU Main Campus, Rhatigan Student Center, Room 216.

Jacy Beck
Programming Chair, Student Activities Council
Wichita State University
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Tia Hill
Sr. Coordinator of Student Activities, Student Involvement
Wichita State University
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Arts & Craft Fair Exhibitor Information

The sale will be conducted from 9 a.m. – 5 p.m. both Wednesday, November 18 and Thursday, November 19. Exhibitors are expected to be set up and ready to sell by 9 a.m. Setup begins at 8 a.m., and exhibitors will be required to have an attendant at their table for the entire time both days.

Exhibitors must provide sponsor with the following:

1. A complete Application Form & signed Exhibitor Information Form
2. Cash or check (made out to Wichita State University)
   a. $60.00 (non-WSU personnel) *Per table
   b. $40.00 (WSU Faculty/Staff) *Per table
   c. $25.00 (WSU Student) *Per table

The sponsor will provide exhibitors with the following:

1. A 6’ x 3’ table, up to 3 tables may be requested per the rate above
2. An electrical outlet, as requested on the application (first come, first serve)
3. Publicity for the Arts & Craft Fair (see below)

The Arts & Craft Fair will be advertised through the faculty, staff & student newsletter and through the WSU and SAC website. Posters and flyers will be distributed throughout campus. We will also be posting the Arts & Crafts Fair on many online and community websites including; visitwichita.com, ksn.com, kake.com, kwch.com and more.

Notes and Restrictions

1. Acceptance of application is contingent upon receipt of items stated above and approval by the sponsor. In the interest of variety and the overall appearance of the fair, the sponsor reserves the right to deny any application.
2. Items may not violate copyright laws, trademarks, and licensing agreements.
3. The sponsor reserves the right to deny sale of specific items which are deemed inappropriate for this sale.
4. Items that are deemed inappropriate for sale will be required to be removed from the exhibitor area. SAC reserves the right to make final decisions regarding the determination of such items in these matters.
5. No readily consumable food products may be sold. Mixes, coffee beans, and other items are permitted.
6. Applications MUST be received by Wednesday, November 4, 2015 with the appropriate fee. Cancellation by the exhibitor after Friday, November 13, 2015 will result in the forfeit of your payment.

I (the Vendor) have read, understand and agree to abide by the above information.

Vendor signature

Please retain one copy of this sheet for yourself. Sign and return the other copy with your Arts & Craft Fair Agreement and payment to:

Student Involvement
C/O SAC-Arts & Crafts Fair
1845 Fairmount, Box 56
Wichita, KS 67260-0056
Wichita State University – Student Activities Council
1845 N. Fairmount, Wichita, KS 67260-0056
Telephone: (316) 978-3022 Fax: (316) 978-7208
Arts and Crafts Fair – Wednesday, November 18 and Thursday, November 19, 2015

This will serve as an application and agreement to exhibit, and sell arts & crafts and, upon written acceptance of application, it will also be considered a contract between the Exhibitor and Wichita State University (hereafter referred to as "Sponsor").

Exhibitor Information

Name of Exhibitor__________________________________________________________

Contact person (if different than name of exhibitor) ____________________________

Address _________________________________________________________________

City _______________________________________________________________ State _____ Zip Code ______________

Work/Cell phone (___) __________________________ Alternate phone (___) __________________________

E-mail Address __________________________________________________________

Arts & Crafts Information

Please briefly describe what items you will be selling (e.g. ceramics, jewelry, dolls). Enclose photos, if available.
________________________________________________________________________________________

________________________________________________________________________________________

Price range of merchandise: _________________________________________________

Exhibitor Area Specifics: Each exhibitor space can accommodate up to one 6' x 3' tables and 2 chairs. Extra tables may be purchased, and extra chairs are free.

Payment Information

Number of exhibitor areas requested (includes 1 table & 2 chairs): ________ $______________

$60.00 table fee (non-WSU personnel); $40.00 (WSU Faculty/Staff); $25.00 (WSU Student)

Extra table needed: Yes _____ ($60/$40/$25 per table) How many? _____ No _____ $______________

Electrical outlet needed: Yes _____ No _____

Total Amount of Check * $______________

*20% Discount to those vendors who have exhibited twice in the past three years during the fair.

MAKE CHECK PAYABLE TO: Wichita State University
Please return this application & your check by Wednesday, November 4, 2015:

Student Involvement
C/O SAC-Arts & Crafts Fair
1845 Fairmount, Box 56
Wichita, KS 67260-0056

FOR OFFICE USE ONLY

Application/Contract Received________________________

Amount of Payment___________________________
Confirmation/Reminder Sent____________________________