



Dear Craft Show Vendors,

We are all looking forward to our 38th Annual Dover Spouses' Club Craft Show on **November 5, 2022 from 9 a.m. to 4 p.m.** We're in a NEW location (again) this year at **POLYTECH High School** in Woodside, DE.

As always, this year's DSC Craft Show will be exclusively for homemade goods. No commercial products or MLM companies will be accepted.

Our craft show serves as the primary fundraiser for the [DSC's welfare endeavors](#). All proceeds from vendor booths and shopper admission are donated to local, state, and national charities, as well as scholarships for local military dependents.

For many years we held our craft show at the Delaware State Fairgrounds in Harrington. COVID-19 forced the DSC to cancel the 2020 craft show, at which point the fairgrounds company decided to begin hosting their own annual craft show instead, requiring us to find a new location. Last year we tried out the Del Tech campus, but ultimately the space proved too limiting for the number of vendors we could accommodate, and overcrowding was certainly an issue.

We scouted many locations in recent months, and we're excited about our new partnership with POLYTECH High School! This year we'll ensure wider aisles, and we anticipate space for about 100 booths, which is around double what we had last year at Del Tech, although final layout is still being decided. All spaces will be indoors.

As we reboot our craft show, all vendor applications this year will be evaluated by our committee through a juried process. Vendors are required to submit photos with their application regardless of previous show participation.

We are also returning to an [online application](#) in hopes that more efficient records on our end will lead to easier returning vendor applications in the future. If you are not able to submit digital photos using the Google Form, you may email or mail printed photos separately. If you cannot use the Google Form at all, please print the paper application that follows this letter and mail it with printed photos.

The DSC Craft Show is run by volunteer military spouses assigned to Dover AFB. Since the nature of military life means moving often, there is high turnover within the DSC board and the craft show committee, so please be patient with us as we adapt year to year. Thank you for enabling us to give back in meaningful ways.

We look forward to seeing you at this year's craft show!

Dover Spouses' Club Craft Show Committee

Rachel Skinner, Chair

Nicole Wilcox, Co-Chair

Your Name

Dover Spouses' Club 2022 Craft Show Vendor Application

Please apply online if able: www.doverspousesclub.com/craft-show-vendors.

Otherwise you may use this paper application. Applications due June 14th.

EVENT TIME & PLACE

November 5, 2022, 9 a.m. to 4 p.m.

POLYTECH High School, 823 Walnut Shade Rd, Woodside, DE 19980

CRAFT SHOW COMMITTEE CONTACT

DSC Craft Show, PO Box 2069, Dover AFB 19902

dscraftshow@gmail.com

FEES

Standard Booth \$200

Corner Booth \$250

VENDOR CONTACT INFORMATION

Name:
Email:
Mailing Address:
Phone:

VENDOR SHOP INFORMATION

Business Name:
Business Website, Etsy, Facebook, Instagram, etc:
Have you participated in the DSC Craft Show Before? If yes, please state the years you've been with us to the best you can recall.

Your Name

GOODS FOR SALE

Only homemade goods are allowed. We do not accept commercial products.

Please provide specifics on the goods you will have for sale. Include as much detail as you think necessary for the craft show committee to evaluate your inclusion in our event. We aim to have around 100 vendors this year, and our goal is to have as much variety as possible while ensuring the high quality our event is known to offer.

Returning vendors: please also provide up to 5 pictures showing the types of items you'll have for sale.

New vendors: please also provide up to 10 pictures, 5 of which show the tools you use for your craft and the process of you making your items so we can ensure you are the creator, and up to 5 pictures showing the types of items you'll have for sale.

What do you sell:

Details:

Your Name

FACEBOOK ADVERTISING

In years past, we charged extra to advertise your booth on our Facebook page. This year, we will include this automatically so long as you provide the necessary information. You will be advertised as a featured vendor on our Facebook page, which will reach 600+ people as well as Facebook users within a 50-miles radius of Dover, DE.

Please state here a few sentences to advertise your goods to potential shoppers. We will quote this verbatim, so this is your chance to entice customers to come out to the show and look for your booth!

The product photos you submit with this application will be included in your ad.

Facebook advertising wording:

BOOTH RENTAL

How many 10x10 spaces would you like to rent? Each standard space is **\$200**.

1

2

3

(We may not be able to accommodate any triple spaces this year, but we will consider requests as we finalize the event layout.)

Do you want to upgrade to a corner booth? This is a **\$50** additional charge. Corner booths are limited and will be awarded in order of application submission date.

yes

Your Name

EVENT LOGISTICS

Will you need electricity? (You must provide your own 3-prong extension cord.)

- yes

Doors open at 9 am on Sat. What is your preferred arrival time? We will do our best to accommodate requests, but we need to space out arrivals so there isn't a traffic jam at the entry points. Your actual time will be confirmed to you at a later date.

- 8:00 pm to 9:00 pm Fri + 6:00 am Sat (limited availability restricted to double & triple booths)
- 6:00 am Sat
- 6:30 am Sat
- 7:00 am Sat
- 7:30 am Sat
- 8:00 am Sat

If your preferred arrival time cannot be accommodated, would you prefer to be bumped to a slot 30 minutes earlier or later?

- 30 min earlier
- 30 min later

If one rectangular banquet table were to be provided free of charge, would you use it? (Please note, we are still exploring options for providing tables at our new location, so this is not yet a guaranteed option. You will be notified at a later date if we can accommodate your request.)

- Yes, I'd like a 6 ft or 8 ft table
- Yes, I'd like a table but only if it is 6 ft
- Yes, I'd like a table but only if it is 8 ft
- No, I will bring my own table(s)

Do you want a folding chair provided for you and each of your assistants free of charge?

- yes

How many assistants will you bring with you?

Do you have any special requests or needs for yourself or your booth?

2022 VENDOR CONTRACT

The Dover Spouses' Club (herein referred to as DSC) is a 501(c)4 non-profit, EIN 51-0321275. The DSC is a charitable organization promoting social welfare and the common good within the military and local communities through charitable activities, educational opportunities and social improvements. The DSC is a self-sustaining private organization under Air Force Instruction 34-233 in accordance with IRS guidelines and federal, state, and local laws governing like civilian activities. The DSC is not a part of the Department of Defense or any of its components and has no governmental status.

It is agreed and understood that the Vendor will indemnify the DSC and/or their assignees, and hold them harmless from and against any and all claims, damages, actions, liabilities, and expenses in connection with the DSC 2022 Craft Show. This includes loss of life, personal injury, and/or damage to property arising from or out of the occupancy or use by Vendor, of the premises or any part thereof, or any part of POLYTECH High School (herein referred to as POLYTECH) property or occasioned wholly or in part by any act or omission of Vendor, its Agents, Contractors, or Employees.

VENDOR RULES

Please initial before each rule and sign at the bottom

_____ **Booth Fees** Once a Vendor is accepted into the show and has submitted payment, their payment is NON-REFUNDABLE if the Vendor later cancels. If the 2022 DSC Craft Show is canceled for any reason, the Vendor will receive a refund of their booth fees.

_____ **Returned Checks** CHECKS RETURNED FOR INSUFFICIENT FUNDS WILL RESULT IN A **\$35 FEE**. If payment is not received, the DSC has the right to deny entry into the 2022 DSC Craft Show.

_____ **Security** Although security guards will be on site for the day of the show, neither POLYTECH nor the DSC will assume responsibility for your property.

_____ **Set-up Time** Arrival times will be assigned to each vendor. Please plan to arrive at the POLYTECH campus no more than 15 minutes prior to your set-up time. See a volunteer at your entry point to check-in and receive your vendor wristband.

_____ **Booth Locations** We will accept requests for corner booths, double booths, and triple booths; however, due to the new location, we make no guarantees until our layout is finalized in June.

Your Name

_____ **Booths & Displays**

- **VENDORS ARE REQUIRED TO STAY UNTIL 4:00 PM THE DAY OF THE SHOW. Vendors who BEGIN take-down prior to 4:00 p.m. will not be accepted to next year's show.** Takedown and closure will begin after 4:00 p.m. and must be completed by 6:30 p.m. **If you are not cleaned up by 6:30 p.m. you will be charged a \$50 fee.**
- Booth spaces measure approximately 10' in length and 10' in width, and your entire display must stay within the marked booth space. **No displays or products will be allowed in aisles or walkways.**
- Flames are not allowed on displays.
- Vendors are responsible for keeping their area neat, clean and hazard-free.
- All booths must be manned by persons 18 years or older.
- Vendors must provide insulated 3-prong extension cords (with grounds) if using electricity.

_____ **Smoking** Smoking is prohibited inside premises.

_____ **Pets** No pets are allowed inside premises.

_____ **Parking** During set-up, vendors may park near the front entrances; however, we ask that you move your vehicles to the designated vendor area before the doors open at 9 am.

_____ **The DSC reserves the right to remove any Vendor for cause.**

I have read and understand all Vendor Requirements:

Vendor Signature:	Date:

Mail completed application pages 1-6 along with your photos to:

DSC Craft Show
P.O Box 2069
Dover AFB, DE 19902

Email questions to:
dscraftshow@gmail.com

VENDOR TIMELINE

>>>**May 1st:** Application window opens.

>>>**June 14th:** Applications due.

>>>**By July 1st:** The DSC Craft Show Committee will send vendors an approval or denial email/letter. We will begin accepting payments once your approval has been sent.

>>>**July 31st:** All payments are due.

>>>**August 1st to 31st:** Late payments will incur a \$35 late fee.

>>>**September 1st:** Any unpaid vendors who were accepted by July 1st will forfeit their space. **Vendors on the waitlist and vendors who applied after June 14th will be considered at this time.**