Southern Tier Independence Center
Annual Holiday Craft Fair Application-November 7, 10a-3p

Southern Tier Independence Center (STIC) is a not for profit organization that provides support, services and advocacy on behalf of people with disabilities to promote community integration.

All crafters are asked to donate one item to STIC to be included in baskets that will be raffled the day of the event.

All proceeds from the Holiday Craft Fair and raffle baskets will further STIC's mission to support people with disabilities in our community.

Crafter Contact information

Name: _____
Address: _____
Email: _____
Phone: _____

Craft Booths

STIC will provide a 6-8 foot table and two chairs per craft booth space. Equivalent space will be provided if table and chairs are not needed.

Cost: $60 for one booth space or $100 for two booth spaces (limit of four spaces per crafter)

Number of booths requested: _____

Table(s) with chairs (tablecloth not provided): ☐ Yes ☐ No

Electrical outlet requested: (available on first come basis): ☐ Yes ☐ No

Type of crafts being sold (general categories):

_____
_____
_____

Payment

Payment is due at time of Application. Please reference Craft Fair on all forms of payment.

Acceptable Forms of Payment

- Check / Money Order payable to Southern Tier Independence Center, mailed or dropped off to: STIC Attn: Craft Fair, 135 East Frederick Street, Binghamton, NY 13904.
- PayPal

Payments are non-refundable for crafter cancellations after application is approved.

Southern Tier Independence Center
Holiday Craft Fair Contract

Application

- An application must be submitted with full entry fee by October 28, 2026 to be considered for entry. STIC reserves the right to accept or deny any applications received.
    - If an application is denied payment will be returned to crafter.
- Space is available on a first come first serve basis, pending application approval.
- Crafters must list all types of items that will be sold on their application.
- Payments are non-refundable for crafter cancellations after application is approved.
- Crafters are asked to donate one item for fundraising raffle baskets, to be provided to STIC within one week of application approval.
- Sale of food items is not permitted.

Craft Booths

- STIC will assign all craft booth locations within our Helen Keller conference space.
- STIC will provide a 6-8 foot table and two chairs per craft booth space. Equivalent space will be provided if table and chairs are not needed. Tablecloths are not provided.
- Electrical outlets may be requested but are not guaranteed. Only one outlet may be used per booth space and power strips will not be permitted. Crafters will be notified of approval of electricity upon notification of application approval.
- Cost: $60 for one booth space or $100 for two booth spaces. There is a limit of four spaces per crafter.
- All sale items are to be displayed and sold within the space provided. Aisles may not be blocked by any displays or racks due to safety issues.

Set-up/Breakdown

- Crafters are responsible for their own set up and break down of their booth space. Festive decorating is encouraged.
- Set-up must be completed by 9:45 am on the day of the event. Building access will be available for set-up on the following days/times:
    - November 6th between 12:00pm-4:00pm
    - November 7th starting at 8:00am
- All crafters must remain at their booths and may not begin break down until the event closes at 3:00pm or until crafter is 100% sold out of merchandise.
- Cleanup will commence immediately following the event at 3:00 pm. All crafters must be cleared from the premises by 4:00 pm.
- Space for unloading/loading is available right out outside of the event area. Once a crafter has unloaded/loaded, all vehicles must be moved to the approved parking area during the event.

Miscellaneous

- All crafters are responsible for the collection and reporting of applicable taxes.
- All crafters are expected to provide their own change for cash sales. There will not be change available or provided by STIC.
- No crafter is to play music or use sound at their booths.

By signing this contract, I agree to the rules and stipulations listed above without contest. If I am found to be in deviation of this agreement, I will be given the opportunity to be compliant before being removed from the premises. If I am to be removed for infractions, future participation in STIC Events will be jeopardized. I also release the event coordinator and its affiliates of liability in the event of personal injury, or loss, damage, or theft of merchandise.

Signed: _____

Print Name:_____Date:_____