



216 Collins Avenue • South Point, OH 45680 • 740-377-4550 • [www.fot@lawrencecountyohio.org](http://www.fot@lawrencecountyohio.org)

August 28.2023

Dear Artists and Crafters,

The 2023 Lawrence County Chamber of Commerce invites you to submit your vendor application to participate in the Arts and Craft Show, opening on November 17-18, 2023. The event will be located at **the Chamber of Commerce Campus in South Point, Ohio**. If you would like to be a part of this event, please complete the attached application, and return it by **October 20, to reserve your spot. Previous vendors will be given selection priority.** If you have questions, email [FOT@lawrencecountyohio.com](mailto:FOT@lawrencecountyohio.com) or call Shirley Dyer @740-377-4557.

- The application deadline is **Friday, October 20<sup>th</sup> at 5:00 pm**. Confirmation of acceptance will be provided.
- **Available Spaces** are assigned by the Christmas Market Committee.
- **Exhibitors are responsible for providing their own tables, chairs and other items needed for their display.** No structures will be allowed that block other vendors or impedes the flow of foot traffic.
- **Electric: Extension cords must be Pro Heavy-Duty Grade, 12-AWG or 10AWG.**
- **Set up** on Thursday November 16<sup>th</sup> noon to 7:00 P.M. or Friday morning before 9:30 A.M. All booths must be open for business by 10:00 A.M. Friday.
- **Take down** will be after 7:00 P.M. when the event closes on Saturday, November 18<sup>th</sup>.
- After-hours **security** will be provided.

We are excited to have another great Christmas Market!

Sincerely,

A handwritten signature in green ink that reads "Shirley".

Shirley Dyer, Director  
Lawrence County Chamber of Commerce

**Greater Lawrence County Chamber of Commerce**  
**Craft Show Application – Artisans and Crafters**  
**Friday & Saturday, November 17<sup>th</sup> & 18<sup>th</sup> -- 10:00 A.M. to 7:00 P.M.**  
The application is also available online at [lcfestivaloftrees.com](http://lcfestivaloftrees.com).

**PLEASE FILL OUT APPLICATION COMPLETELY** Please send completed application, fees and pictures to: Lawrence County Chamber of Commerce, 216 Collins Avenue, South Point, OH 45680, or by email to [fot@lawrencecountyohio.org](mailto:fot@lawrencecountyohio.org) If you have any questions, please call **740-377-4550** or email: [fot@lawrencecountyohio.org](mailto:fot@lawrencecountyohio.org)

Name: \_\_\_\_\_

Business Name (if applicable): \_\_\_\_\_

Email: \_\_\_\_\_ Facebook: \_\_\_\_\_

Street Address \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Tax # (if applicable) \_\_\_\_\_

This will be a juried event. All applications must include photos of your product that will be judged based on creativity, originality, and quality. (Photos are not required for any participant of last year's Craft Show). Applications must also include a check or money order for exhibitor space fees made out to Lawrence County Chamber of Commerce.

Please list all the items which will be included in your exhibit. \_\_\_\_\_

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**Photographs of the products you plan to sell must be included with the application.**

- **FEE:** Exhibitor Spaces - 10'x10' space - **\$100.00 for 2 days. Number of spaces needed:** \_\_\_\_\_
- **Amount enclosed:** \$\_\_\_\_\_ (check or money order only). Fees must be submitted with the application. Fees will be returned if the application is not accepted, or partially refunded if all the number of spaces you request are unavailable.
- The last **deadline** to reserve a space will be **Friday, October 20, 2023.**
- **Spaces** are available on a first-come first-serve basis. Spaces will be assigned by the event committee
- **Exhibitors are responsible for providing their own tables, chairs and other items needed for their display.** No structures will be allowed that block other vendors or impedes the flow of foot traffic.
- **Electric:** Do you need electric: Yes \_\_\_ or No \_\_\_ Electric outlets are available, but exhibitors must provide their own extension cords. **Extension cords must be Pro Heavy-Duty Grade, 12-AWG or 10AWG.**  
**Set up** on Thursday November 16 after noon. All booths must be open for business by 10:00 A.M. Friday. **Take down** will be after event closing on **Saturday, November 18<sup>th</sup>, after 7:00 pm.**
- **Security:** 24-hour security will be provided on Thursday and Friday nights.
- Vendors who remain open for the full event schedule will be given a guarantee of a space in next year's festival.
- No Recreational Vehicle parking is available. After unloading vehicle must be moved to the designated spot.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

My signature certifies that I have read and agree to the stated conditions of the show.