



**FORT MONROE MWR SPECIAL EVENTS**  
**SPRING ARTS & CRAFT FAIR**  
**APRIL 16 & 17, 2010**

1. **REGISTRATION:** The fee is \$60.00 for one day, and \$75.00 for two days per space plus one item to be donated to DFMWR Special Events Door Prize Drawing. Electrical are limited and upon request. Spaces with hookups will be issued on a first come first serve basis. Space consists of 3X12 table and two chairs. Tables will be set up for vendors.
2. **PHOTO:** If available, all applicants are encouraged to submit a non-returnable photo of an example of their crafts with entry form.
3. **QUALIFICATIONS:** DFMWR Special Events reserves the right to reject any crafts deemed inappropriate of the quality of the show. If your entry is not accepted, your check will be returned.
4. **CHANGE:** Vendors must supply their own cash box and change.
5. **LIABILITY:** DFMWR Special Events, Fort Monroe and the Department of the Army assumes no liability for any loses or injuries during the **Spring Arts & Craft Fair**.
6. **SETUP:** All exhibitors must be in place and ready to sell by 9:30 a.m. The Spring Arts & Craft Fair will begin promptly at 10:00 a.m. To Facilitate this; the doors will be open to set-up by 8:00 a.m.
7. **PARKING:** Parking is available at the Community Activities Center parking lot.
8. **STORAGE:** All supplies and stock not on tables must be store under tables, out of the public view and completely clear of walkways for the duration of the show.
9. **DEADLINE:** March 31<sup>st</sup>, 2010.

10. NOTIFICATION: The photo (if available), Vendor Application form, contract, and check for spaces must be received by March 31<sup>st</sup>, 2010.
11. REFUNDS: Refunds will be issued only until March 31<sup>st</sup>, 2010. No refund will be giving after that day.
12. DIRECTIONS: From the Main Gate of Fort Monroe, follow the signs directing you to the Community Activities Center. Fort Monroe is open to the public, but if you do not have a post sticker you will have to show a drivers license (Photo I.D.) and car registration to the Military Police.
13. DRAWING: Items donated will be pick up by DFMWR Special Events Manager at the Fair. Please denote item to be donated on the application form.
14. **SPRING ARTS & CRAFT FAIR** Manager:

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