

45th ANNUAL SOUTH ELKHORN FALL FESTIVAL

SATURDAY, OCTOBER 11, 2025 • 9:00 am – 4:00 pm ET RAIN or SHINE!!

APPLICATION DEADLINE: June 27 at 12:00 pm ET (noon)

ALL Requests after this cutoff will be added to the Waitlist in the order they are received.

The following is offered to ensure a smooth event that is worthwhile and safe for all Craft Vendors and festival attendees. Questions? Please email fallfestival@southelkhorncc.org. *ALL phone calls to the church office will be directed to email.*

BOOTH REQUIREMENTS - PLEASE REVIEW CAREFULLY:

1. The festival booth areas are 12' x 12'. Vendors are to provide their own tents, tables, chairs, etc.
2. All items for sale must be 100% handcrafted and exhibit your handiwork in some way. With prior approval, select vendors may sell handmade items from fair trade craftspeople in developing countries.
3. Booths must fit into one of the following categories. Examples are provided for each category but should not be considered all-inclusive:
 - a. Jewelry: Earrings, necklaces, bracelets, rings
 - b. Pottery/Ceramics: Mugs, bowls, vases, decorative plates
 - c. Textiles/Fiber Arts: Woven fabrics, knitted items, crochet, embroidery, quilted items
 - d. Glass: Blown glass, stained glass, fused glass
 - e. Woodworking: Cutting boards, decorative signs, turned wood pieces
 - f. Leathercraft: Bags, wallets, belts, accessories
 - g. Clothing/Apparel: Hand-dyed clothing, knitwear, accessories
 - h. Painting/Printmaking: Canvas paintings, prints, illustrations
 - i. Photography: Fine art photography
 - j. Home Décor: Pillows, wall art, wreaths, holiday items
 - k. Candles: Scented candles, decorative candles
 - l. Soap/Bath Products: Handmade soaps, bath bombs
 - m. Food items: Sauces, soup mixes, honey (no items that compete with the Food or Bake Sale Booths)
 - n. Miscellaneous: Something that does not fit into one of the previous categories but is still handcrafted
4. The following are **not allowed**:
 - Flea market items, Retail or catalog items, Knockoffs, Multi-level Direct Sales/Marketing items
 - Baked goods or candy (these compete with our church bake sale booth)

Please provide an **email address that you monitor closely**. ALL communication regarding the event will be via email, including status updates of your application, links to submit payment, and key notices leading up to the Festival. It is **HIGHLY suggested you add our address to your contacts** to ensure you can find correspondence from us!

PRICING

1. Each 12' x 12' booth costs \$125.00 plus 6% State Sales tax (total \$132.50).
2. For an additional fee, vendors may select a sponsored ad option. Ads will be shared on South Elkhorn Christian Church's Fall Festival page in advance, or on the day of, the Fall Festival. Space is limited for sponsored posts and requests will be filled in the order they are received.
 - a. Sponsored post – 1 post in advance of the event, showcasing booth items and vendor: \$25
 - b. Live post on event day – 1 live video from your booth on the morning of the event: \$50

NEW CRAFT VENDOR

1. New Craft Vendors are those who have not previously participated or Returnees that skipped more than 1 year.
2. New Vendors are allowed only **one** 12' x 12' booth space.
3. A complete **NEW** vendor application includes the submission of **6-8 photos** to fallfestival@southelkhorncc.org. **Photos must be clear, in focus, and close enough to unmistakably represent the type(s) of individual craft items**

that will be sold, and **NOT** wide-angle views of the entire collection. No Facebook or website links will be accepted.

4. All new vendors must submit their photos **no later than 72 hours** after their application is submitted or they will be moved to the withdrawal list. The sooner the pictures are received the better position on the Waitlist. New vendors do NOT move to the Waitlist until their application is COMPLETED with the submission of the required photos.

RETURNING CRAFT VENDOR

1. Returning Vendors are those that have participated in previous Festivals. To retain that status a vendor may only skip the event the year before *this application*. If you do not meet this requirement, you will need to apply as a New Vendor.
2. Requests for two booth spaces must be submitted as a single application.
3. It is our intention to provide each selected Returning Craft Vendor with the same booth location as the prior year; however, this cannot be guaranteed and will not be the case if a year is skipped.

CANCELLATIONS (sales tax remitted is not refundable)

While we understand that things arise that may keep a vendor from participating in the Fall Festival after confirming participation and paying for their booth, these refund guidelines will be followed:

1. **Full Refund:** A full refund, minus a \$10 administrative fee, will be provided for cancellations provided in writing no later than September 1.
2. **Partial Refund:** A partial refund of 50% of the booth fee will be provided for cancellations provided in writing no later than 5 pm September 30.
3. **No Refund:** Any booth cancellation on or after October 1 will forfeit all fees.

TIMELINE

Late April – Vendor applications will be available on the church website. Upon application submission, returning vendors will receive a confirmation email. Make sure you look for this email, checking ALL folders, including trash and spam, etc.

Late June – Application deadline. Requests submitted after this date will be added to the Waitlist in the time stamp order they are received (and completed with photos in the case of New Vendors). However, it does not hurt to apply after applications are closed as those applications are still added to the waitlist.

Mid-July/Ongoing – An offer will be sent to the Waitlist vendors according to space availability. If the offer is accepted an **online payment link will be emailed**. Payments must be received within **24hrs**, or the offer will be rescinded and the booth offered to the next Vendor on the Waitlist. If the offer is declined or there is no response to a follow-up email within 48 hours, the next vendor in the queue will be contacted. As we get closer to the event date, the required window of time to respond may decrease.

Payment window for ALL Vendors: Must be completed within 24 hours of receiving confirmation email.

Event –

Setup: Friday 3:00 pm – 9:00 pm ET; Saturday 5:30 am – 8:00 am ET (NO exceptions)

Event time: 9:00 am – 4:00 pm ET (Rain or Shine!)

Breakdown: After 4:30 pm ET on Saturday (No vehicles allowed before then).

All Vendors: Receipt of an application and payment will acknowledge your agreement to the Festival Policies listed below. Failure to comply may result in the termination of the application, no refund, and loss of Returning Vendor status. Therefore, we encourage you to review the following rules carefully before application submission.

1. The Festival Committee reserves the right to shut down any booth in violation of the rules.
2. Booth fees for any cancellations are subject to the refund information above. Furthermore, this is an outdoor event that is held rain or shine. There will be no refunds due to the weather.
3. Please contact fallfestival@southelkhorncc.org to seek approval for outside promotion of the Festival/use of the Festival name in advance. Event promotion will be allowed once approved.
4. All booth spaces are assigned. No resale or lease of your booth space is permitted.
5. All legalities, permits, and applicable taxes are the vendor's sole responsibility.
6. We recommend cement blocks or jugs to support your tent (no tent stakes). PLEASE be prepared for inclement weather and secure your tent properly!
7. No electric hookups are available, and no gas-powered or noisy generators are allowed.
8. There will be a professional security guard on site from 9:00 pm Friday to 5:30 am Saturday. However, the church is not responsible for the loss of any vendor items left in booths overnight.
9. All booths must be open to the public by 8:30 am ET and fully ready to go by 9 am ET on Saturday, but we suggest that you be set up earlier as customers tend to arrive very early.
10. ALL VEHICLES MUST BE PARKED OFF-SITE **NO LATER THAN 7:30 AM ET SATURDAY.**
11. **Everything** belonging to the vendor must remain **within the assigned space** during the event, including backup inventory and chairs for individuals working at the booth. Festival staff will closely monitor this throughout the day and warn any vendor that exceeds the space of their booth area. Repeated violators will be assessed a penalty fee.
12. There is no indoor bathroom access. Multiple portable toilets will be available.
13. Absolutely no camping is allowed overnight on church property, including sleeping in an RV or other vehicle.
14. Vendors must remain open until 4:00 pm on Saturday. Early tear-down will result in permanent removal from future participation.
15. **NO VEHICLES MAY ENTER THE FESTIVAL MIDWAY for breakdown until AFTER 4:30 PM SATURDAY. NO EXCEPTIONS!** Vehicles on site before 4:30 pm are a significant safety concern for customers who choose to shop late. Vendors can tear down, pack up, and carry supplies to their vehicle **after** 4 pm, but no vehicles on site until AFTER 4:30 pm Saturday.
16. Vendors must clean up their booth space. Dumpsters are available for all garbage, but please break down and recycle cardboard boxes. If your space is not clean following the Festival, a fee will be assessed. Please help us by leaving our church campus looking better than you found it!