

TO: Area Crafters, Arapahoe Chamber of Commerce Members and Home Based Business owners

From: The Holiday Highlights Committee

The Arapahoe Holiday Highlights Annual Craft Show is scheduled for October 11, 2014. This is our 41<sup>st</sup> year and each year we seem to have so many new ideas. We will once again, be including home based businesses and the Arapahoe Chamber of Commerce Members. We will accept reservations beginning immediately. Show hours will be from 9:00 am to 3:00 pm with **set up beginning at 7:00 am. Saturday morning. We will also allow set up times on Friday evening from 6:00 pm to 8:00 pm.**

We hope you can be a part of this proud tradition that originated in Arapahoe. Some of you have participated before, and we hope that you will consider attending again. If you haven't been to Arapahoe before, please take this opportunity to experience this wonderful autumn event! Lunch will be available in the building as well as coffee, tea and rolls when the doors open.

The show will be held Saturday, October 11<sup>th</sup>. The Ella Missing Community Center at 411 5<sup>TH</sup> Street, Arapahoe. Table placement will be pre-determined by the committee. Show hours are 9 A.M. until 3 P.M.

The show regulations are as follow:

1. ALL items must be top quality (no garage sale type items). Items do not have to be hand made by the exhibitor. All new exhibitors will be juried. We, the committee, reserve the right to refuse any exhibitor whom we feel does not meet our requirements.
2. Arapahoe Chamber Members may display merchandise in the entry hall of the Ella Missing Community Center at no charge. Members may also buy table space for the regular table fees as listed below.
3. Exhibitors may be individuals or organizations.
4. Fees are \$35 per table with wall space and electricity, and \$30 per center tables. Floor and wall tables are approximately 8 feet. **ALL SPACES WILL BE FIRST COME FIRST SERVE. TABLES WILL NOT BE RESERVED WITHOUT RECEIPT OF YOUR MONEY.** You are responsible for collecting sale tax and must have a STATE ID NUMBER or have special arrangements with your supplier!!!
5. We ask that you do not hammer any nails in the walls, do not use tape on the walls or floors, or deface the tables, etc. Your table must be attended during show hours and you are responsible for your own back-drop. You are responsible for you own show items.
6. You are required, according to State regulations, to have a TAX ID NUMBER when selling your items. You are responsible for your tax obligations. Each table must have it's own Tax ID number. If you do not have one, you should consider applying for it directly.
7. Neither the Arapahoe Chamber of Commerce nor the Holiday Highlights Committee is liable for loss, damage, etc.

**\*\*\*TABLES/SPACES WILL NOT BE OFFICIALLY RESERVED UNTIL PAYMENT IS RECEIVED!!!\*\*\***

### **Free Admission to the viewing public!!**

For further information, please contact Karen Walbridge, at 42935 Rd 729, Edison, NE 68936-3614, or phone Karen at (home) 308-962-7353 – (cell) 308-962-6667, or Lisa DeVries, at (home) 308-962-8483, (work) 308-962-7890 or the Arapahoe Chamber of Commerce (Tammie Middagh) at P.O. Box 624, Arapahoe, NE 68922-0624, phone 308-962-7777.

Reservations (includes registration paperwork and payment for the reserved space(s) requested) will be taken in the order they are received - **NO EXCEPTIONS!**

Please send your reservations to Karen, Lisa or the Arapahoe Chamber. We are looking forward to having a better-than-ever show in 2014!! See you there!

# Arapahoe Chamber of Commerce

[www.arapahoe-ne.com](http://www.arapahoe-ne.com)

PO Box 624 Arapahoe, NE 68922

[chamber@arapahoe-ne.com](mailto:chamber@arapahoe-ne.com) 308 962-7777

## Holiday Highlights Registration Form

NAME \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_  
\_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

TYPE OF ITEMS YOU PLAN TO DISPLAY \_\_\_\_\_  
\_\_\_\_\_

Mark your table(s) choice... Wall table or stage (\$35.00) with electricity \_\_\_\_\_

Floor table (\$30.00- no electricity) \_\_\_\_\_

You may have as many spaces as you would like - as building space allows.

**SPACES WILL BE MARKED. OVERFLOW WILL BE CHARGED ACCORDINGLY!!**

If you have any special needs, please feel free to ask. We cannot guarantee anything, but we will do our best to accommodate you. All suggestions are welcome - they might not be used, but always welcomed.

\*To better allow the committee to fill all the table spaces, our cancellation policy is as follows...

**No refunds will be given after October 1, 2014.**

**Additional registration forms are available at [www.arapahoe-ne.com](http://www.arapahoe-ne.com)**