



Vendor Application and Information

Our Spring Craft Fair will be held on Saturday, May 2, 2026 from 9:00 am to 2:00 pm, at Ossian Nazarene Church (302 N Metts Street, Ossian).

We have three booth options available:

- The larger (indoor) space is 8' wide by 6' deep and costs \$30 per booth **on or before April 3**. There are 15 of these spaces available, most with electrical access.
- Tables and display units must be provided *by the vendor*, though two chairs will be provided for each space.
- Each vendor may rent a maximum of two booth spaces, creating a space which is roughly 16' wide by 6' deep. This 6' depth must be maintained in order to provide accommodating aiseways.
- Smaller booth spaces are 6' wide by 4' deep and contain only one 6-foot table and two chairs. This table (and two chairs) *will be* provided by the church.
- A small booth space costs \$25 **on or before April 3**. There are 10 of these booth spaces available, none with electrical access.
- Each vendor may rent a maximum of 2 small booth spaces, resulting in a space which is 12' wide by 4' deep in order to maintain accommodating aiseways.
- One large and one small booth *may* be requested, but these booths will not be adjacent to each other due to the arrangement of our facility. However, they can be placed across the aisleway from each other (see diagram below).
- Indoor booth spaces will be assigned by the church, but a diagram is included below to understand the layout of booth spaces and the importance of maintaining aiseways.
- **Outdoor space is an option this year!** A 10'x10' space outdoors is \$30 **on or before April 3**. Tents, tables, displays, and chairs must be provided by the vendor. A maximum of 2 outdoor spaces may be rented per vendor.
 - Outdoor vendors will set up displays along the parking lot sidewalk first and then move south into the yard to create a second row. See diagram below.
 - Vendors hold the right to refrain from participating the day of the event should inclement weather be an issue; however, Ossian Nazarene Church will provide no refunds for rental fees.
 - Ossian Nazarene Church is not to be held responsible for any lost or damaged products which may result from exposure to the elements.
 - We cannot provide electricity outside due to the tripping hazard of cords crossing the sidewalk.
 - We cannot guarantee a WiFi signal outdoors.
- **After April 3**, all booth rentals will increase by \$10 (large indoor spaces to \$40; small indoor spaces to \$35; outdoor spaces to \$40).

All your products, displays, payment processing equipment, supplies, and other items, **MUST** remain in your assigned exhibit space(s). Keep aiseways around your booth space(s) clear to be consistent with local fire code.

Ossian Nazarene Church Spring Craft Fair does reserve the right to refuse space to any applicant.

Consumables are allowed at our Craft Fair, but we will not be accepting vendors with baked goods. If you are unsure if your product is allowed, feel free to call the church before submitting an application.

Ossian Nazarene Church will be hosting a bake sale during the event, at which baked goods (primarily cookies and similar items) will be available for purchase to shoppers and vendors alike.

Upon arrival at the show, you will receive your table/booth assignments. Spaces with electricity are available (indoors only); however, you must bring your own power cords/power strips, and they must be concealed to prevent any trip hazards. Electricity is limited by first-come, first-available, but may not be guaranteed.

It is hereby understood and mutually agreed that Ossian Nazarene Church shall not be liable for any personal injury and/or loss or damage to any property. Adequate insurance is the responsibility of the exhibitor.

No alcohol or tobacco use on church property, including at outdoor booths.

All items for sale and booth decorations must refrain from crude, inappropriate, or frightening content. This is a family-friendly event. Vendors may be asked to remove any items and/or decorations which do not meet this criterion.

The reservation of your booth space is on a first-come, first-available basis.

Applications are accepted by mail and online. Once you have been accepted into our show and booth space reserved, you will be notified by phone or email, per your preference on the application form. Payment options will be discussed at that time. Please *do not* send payment with your application.

If another vendor with items similar to yours has already submitted an application and/or payment, you will be notified. It is each vendor's personal decision to still participate with those items; reassess which products they'd like to bring; or to drop out. If you plan to change your products or drop out of the Craft Fair, please inform Ossian Nazarene Church of these changes as soon as possible.

Proceeds from this event will be used to fund building repairs which are essential to the proper function, maintenance, and longevity of our church facility.

Set-up times for the fair will be Friday, May 1 from 5:30-8pm and Saturday, May 2 from 7:30-8:45am.

If you have any questions, please email Emily Roop at ocn.churchoffice@gmail.com or call the church office at (260) 622-7449. Thank you in advance for making this event successful, and for your partnership in the preservation of our church building.



OSSIAN NAZARENE CHURCH SPRING CRAFT FAIR | VENDOR APPLICATION AND INFO

APPLICANT NAME: _____ PHONE: _____

STREET ADDRESS: _____ CITY: _____

STATE: _____ ZIP: _____ EMAIL: _____

LIST OF CRAFT OR ITEMS FOR SALE:*

DO YOU REQUIRE WIFI? YES NO

ELECTRICITY NEEDED: YES NO

INDOOR BOOTHS:

I NEED A LARGE SPACE: _____ NUMBER OF SPACES (MAX 2) _____

I NEED A SMALL SPACE: _____ NUMBER OF SMALL SPACES (MAX 2) _____

OUTDOOR BOOTHS:

NUMBER OF SPACES (MAX 2) _____

SET UP FRIDAY EVENING 5:30 - 8:00 PM _____ OR SATURDAY MORNING 7:30 – 8:45 AM _____

ANY ADDITIONAL INFORMATION:

**Please refrain from offering products which contain crude or inappropriate humor or content, including profanity or images that could be considered frightening to young shoppers. You will be asked to remove any inappropriate items, but failure to adhere to this request for a family-friendly environment will result in your exclusion from our event.*

Vendor Initials _____

☐ Please contact me by phone ☐ Call ☐ Text
☐ Please contact me by email

☐ By submitting this application, you agree to the terms and rules of the Ossian Nazarene Church Spring Craft Fair.

Signature

Date

I give Ossian Nazarene Church permission to share my name, email, and phone number *only* with persons seeking vendors for other crafting events. ☐ Yes ☐ No



OSSIAN NAZARENE CHURCH SPRING CRAFT FAIR RULES and GENERAL INFORMATION

- Please refrain from any arguing, swearing or offensive behavior. This sort of behavior will be not tolerated and may result in loss of selling ability for this and future sales.
- Please keep individual areas neat and clean.
- Please have enough help available, as Ossian Nazarene Church will not have extra helpers available during set-up and tear down.
- Please have your booth set-up completed at least 15 minutes before the Craft Fair starts at 9:00 am.
- Please do not move the location of any booth spots to widen them or make them accommodate your set up.
- Please note, WIFI guest password will be available for the vendor's use. However, we cannot guarantee the quality of the signal in all areas of the building, or functionality of our WIFI on the day of the event, as outages and repairs are unpredictable.
- Please have the proper permits and approvals needed for the Wells County Health Department if you are selling any kind of food products.
- Please be courteous of the other vendors and customers.
- Packing up your products at the end of the sale should happen after the show ends at 4:00 pm. Please remove all your display items, boxes, and materials promptly at the end of the show. Please place all trash and unwanted items in the designated trash bins.
- Please do not have any lit candles in your booth.
- Please refrain from smoking, vaping, and alcohol.