



Arts & Crafts Vendor Application

RENEW Women's Conference

Application & Conference Registration Due August 20, 2024

Name (please print): _____

Business Name: _____

Address: _____

Email and Phone Number: _____

Church Name & Location: _____

Items you will be selling: _____

Quantity		
	\$20	Booth Space
	\$0	8 foot table (maximum 1)
	\$0	6 foot table (maximum 1)
	\$50	Conference Registration postmarked by August 31, 2024
		Other:
TOTAL		Check made payable to Northeast Fellowship , 2293 Grand Central Ave., Horseheads, NY 14845

N.F. Renew Women's Conference will not be held liable for accidents, theft, damage or loss during the event. Please see the information below regarding your responsibility to the IRS. We advise you to contact the IRS or your accountant directly if you have any questions.

By signing this contract, you acknowledge that you agree to the terms of this event and are responsible to report your sales and pay sales taxes according to the IRS guidelines.

Signature: _____ Date: _____

Questions regarding set up or pricing? Contact _____

Tax Bulletin ST-175 (TB-ST-175) Issue Date: March 26, 2010

Introduction: If you will be making sales in New York State that are subject to sales tax, you must register with the Tax Department and obtain a Certificate of Authority. The Certificate of Authority gives you the right to collect sales tax on your taxable sales and to issue and accept most New York State sales tax exemption certificates.

How often you sell or how much you charge for goods and services does not usually determine whether you need to register for sales tax. For example, if you sell taxable items at a craft fair only once a year, you are required to register, and to collect and remit sales tax, because what you are selling is taxable in New York State. This bulletin explains who is required to register, and what kinds of goods and services are generally subject to tax. Even if you are not required to register with the Tax Department for sales tax purposes, you may be responsible for other taxes or may need other permits or licenses issued by various state agencies.

You can find information about other taxes and licenses for your particular type of business by following these links: the Tax Department's Web page [Start or buy a business](#); and the [NYS License Center](#). For information about the sales tax registration process, see Tax Bulletin [How to Register for New York State Sales Tax \(TB-ST-360\)](#).



Thank you for your interest in RENEW Arts & Crafts Boutique!

This boutique is a highlight of the RENEW conference each year. It offers women a chance to shop for unique gifts and also provides the seller with a low-cost outlet for her goods!

Conditions and Terms:

- Please note that only sellers of “arts and crafts” (hand-made items) will be permitted, not franchise owners/distributors.
- Booth space: \$20.00 per vendor
- Crafters can provide their own display table(s) or borrow tables from the host church if available.
- 1. Exhibitors and helpers are expected to register and attend all main sessions for the conference. In addition, exhibitors and any helpers are asked to **NOT** sell or sit at their tables/booths during main sessions or workshops. We want to encourage everyone to be in the sessions, not shopping.
- **Please submit BOTH the Vendor Application Fee (\$20) and the Conference Registration Fee (\$50) with this Application by August 20, 2024.****
To sign up with your church group, please list your name and workshop choices on their Group form and write “Crafter- Prepaid” in the Amount field. Then prepare your check for Vendor Booth + Conference Registration and mail separately to the address below. This option will also be available on the EZRegister site.
- Applications will be processed on a **first come - first served** basis. In order to provide a broad representation of products and avoid duplication of certain product lines, we reserve the right to limit duplicate types of merchandise.
- We ask each vendor to **donate an item** for our giveaways at the end of the conference. To help us announce your donation correctly, please include your business card with a description of the item on the back and bring it to the front row of seats before the start of the closing session (2:30 pm).
- Check in/set-up is any time after 4:00 pm on Friday. No early set ups please unless you are a member of the host church.
- Tables need to be cleared and taken down before the final Saturday session begins at 2:30 pm.
- This contract must be signed and returned with your check by **August 20, 2024**.
Checks should be made payable to **Northeast Fellowship** and mailed to

Northeast Fellowship / RENEW
2293 Grand Central Avenue
Horseheads, NY 14845