



Arts & Crafts Vendor Application

RENEW Women's Conference

**Due
September 1,
2024**

Name (**please print**): Business Name: _____

Address: _____

Email and Phone Number: _____

Home Church and Location: _____

Items you will be selling: _____

Quantity		
	\$ 20	Booth Space
	\$ 50	Conference Registration postmarked by September 1, 2024
	\$ 0	Table rental from church
		Electrical outlet close to booth
TOTAL		Check made payable to Northeast Fellowship - RENEW , 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? Contact Judy King 607.761.8028, kingjudith918@gmail.com.

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 while also providing the seller with a low-cost outlet for her goods.

Conditions and Terms:

- Please note that only sellers of handmade “arts and crafts” will be permitted, not franchise owners/distributors.
- Booth space: \$20.00 per vendor
- Vendors may bring their own display table(s) or borrow tables from the host church if available. Please make this clear on the application.
- Vendors and helpers are expected to register and attend all the main sessions for the conference and not to sell or sit at their tables/booths during these times.
- **Please submit BOTH the Vendor/Booth Fee (\$20) and the Conference Registration Fee (\$50) with this Application by September 1, 2024.**

To sign up with your church group, 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.
- We ask each vendor to **donate an item** for our giveaways which will take place at the end of the conference. To help us announce your donation correctly, please provide your business card with a description of the item on the back and **bring it to the registration table at the start of the day.**
- Check in/set-up is any time **Friday after 4:00 pm** and **Saturday 8:00–9:00 am**, unless you are a member of the host church and have received permission. The doors open Saturday at 9:00 am to all.
- Booths need to be taken down no later than Saturday, 5:00 pm.
- This contract must be signed and returned with your check by **September 1, 2024**. Please keep a copy for your records. Checks should be made payable to **Northeast Fellowship** and mailed to the address below.
- Questions? Contact Judy King at 607.761.8028 or Email: nfibcregister@gmail.com.

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