

**Lewis Central Fall Craft Fair and Marketplace**  
**November 2, 2024 9:00 a.m. – 3:00 p.m.**  
**Registration Form**

**Please complete this form and return it with full payment.**

<b>OFFICE USE ONLY</b> Check # _____ Amount _____ Date Revd _____
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Crafter's Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

IA Sales Tax# or SS# \_\_\_\_\_

Phone \_\_\_\_\_ E-Mail address \_\_\_\_\_

- New Crafter? Where did you hear about our fair? \_\_\_\_\_
- \_\_\_\_\_
- Returning crafter? How many years you have attended \_\_\_\_\_

**ORDER FOR SPACES AND TABLES (spaces come with 2 chairs)**

**NOTE** – If you want more than one space, and want them next to each other, they must be the same kind, i.e.2 wall spaces or 2 floor spaces, you cannot combine 1 floor and 1 wall.

\_\_\_\_\_ \$40 – 8 ft. x 5 ft. floor space (no electricity available)

\_\_\_\_\_ \$45.00 – 8 ft. x 5 ft. wall space (electricity available - bring your own extension cords!)

**MARK HERE IF YOU NEED ELECTRICITY - YES/NO**

\_\_\_\_\_ \$10.00 TABLE if preordered – 6 ft. x 30 inches **\$20 if ordered at fair**

***If you want a table please remember to order one now, they do not come with space!!!***

Total enclosed \_\_\_\_\_ (check or money order)

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**No weapons or offensive items. Our right to refuse space may be exercised if any items are deemed inappropriate or conflicts arise. Multiple vendors of direct sales may be limited at our discretion.**

**DESCRIBE WHAT ARE YOU SELLING (helps us to map out vendor location):**

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**EACH VENDOR IS EXPECTED TO DONATE ONE RAFFLE ITEM VALUED AT \$10 OR MORE**

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Please send your check, payable to **LEWIS CENTRAL BAND** to:  
Craft Fair Committee, Fall Craft Fair, Lewis Central HS, 3504 Harry Langdon Blvd. Council Bluffs, IA 51503.  
E-mail address is [lccraftfair@lewiscentral.org](mailto:lccraftfair@lewiscentral.org)  
Craft fair phone number is 712-366-8500 (please leave a message and we will return your call).

**CHECK-INS FRIDAY AT 5pm AND SATURDAY AT 7am**

It is the policy of the Lewis Central Community School District not to illegally discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district.

If you are a person with a disability who requires reasonable accommodations in order to participate in this program; please contact 366-8311 no later than 24 hours in advance to discuss your needs.



**Sign up online for the craft fair using this QR code**

**Q: How do I make a guest payment?**

A: In order to submit a one-time guest payment, please follow the steps outlined below:

1. Choose your specified payment option under “What would you like to do?”.
2. Enter the amount you wish to pay, or leave the default amount of the payment.
3. Enter any required responses such as name, email, ect.
4. Select “Add to Cart”.
5. If you wish to pay for additional items, select the type of payment you are looking for from under the “What would you like to do?”.
6. When you have entered all payments, you can review the payments in your cart by selecting “Checkout”.
7. Choose a payment method from the list and enter your payment information.
8. Enter the contact information for the payment.
9. On the Confirm Payment screen, review your information, selected payment items(s) and total for accuracy. Then enter verification information if needed.
10. Select “Pay Now”. You will be given a reference number for your records and a Payment Notice will be emailed to your email address on file once payment is successfully submitted.

**Q: How do I cancel a payment?**

A: You are not able to cancel a one-time payment once submitted. If you wish to cancel a one-time payment please reach out to the Customer Relations department by using the “Contact Us” link located on the bottom left hand side of the e~Funds for Schools website. Please note that payments are processed at a specific time each business day and we may not be able to cancel the payment if it has already processed. *\*You are able to cancel a recurring payment or a low meal balance payment from under the “Payment Settings” section of the website.*