

Carson High School Holiday Craft Fair
Friday, Nov. 19 from 5-8:00 pm and Saturday, Nov.20, 2010 from 9am – 4 pm

NAME _____ PHONE _____
 Nevada Sales Tax # _____ BUSINESS NAME(DBA) _____
 Name of ONE other adult working in your booth (name tag) _____
 ADDRESS _____ CITY _____
 STATE _____ ZIP _____ EMAIL ADDRESS _____

Please include your email address to contact you/confirm entry)

DESCRIPTION OF YOUR CRAFTS: _____

The craft fair will be filled on a **first come first paid basis** from the application postmark date. If you have a preferred location/space, please request it and include your payment. I will make every effort to honor all requests; however, **paid requests get priority**. Booths(10x10) in either the gym, lobby, or Senator Square are \$95;Lobby (7x14 – only 2) are \$85; Hallway and Senator Square 6x12 are \$60. **Booths won't be assigned and confirmed unless application is complete and all fees have been paid.** Small gym sets up at 1pm - large gym at 2pm. Hallway and Lobby spaces can't set up until 2:30pm. Electricity must be reserved with application. Tables will **NOT** be available. Please bring your own.

I need the following:

Electricity (a \$10 fee) _____ corner space _____ wall space _____ Booth open on _____ number of sides
 I would like space # _____ if available. Second choice _____. Third choice _____.

Preference of booth (circle choice): large gym small gym lobby hallway Senator's Square

Number of booths 10x10 _____	X \$95.00	=	_____
Number of booths 7x14 _____	X \$85.00	=	_____
Number of booths 6x12 _____	X \$60.00	=	_____
Add \$10 if electricity is needed		=	_____
TOTAL AMOUNT		=	_____

Make checks out to CHS HOLIDAY CRAFT FAIR. You may send it to arrive by June 1. All payments are deposited as you are accepted. If applying after June 1, please call to verify that spaces are still available. **Any refund request must be made in writing prior to September 15. All vendors agree to attend both days and not to tear down early. Tax information MUST BE turned in at the end of the show without fail from ALL vendors. Returned check fee is \$25.00**

REMEMBER TO ENCLOSE THE FOLLOWING WITH YOUR APPLICATION:

1. Send 4-6 clear photos of your crafts, with your name and address on the back. Include one showing you making your craft and another with booth set up. All items must be handcrafted and representative of the variety and quality of your crafts. **Returning vendors need only send pictures of new items.**
2. Send two stamps – no envelope needed. Upon acceptance, your photos will be returned to you with booth assignment and updated show information.
3. Check payable to CHS Holiday Craft Fair for total amount due.

I, _____, have read the information on the Carson High School Holiday Craft Fair information sheets and application. **I agree to comply with all the requirements. This is a contract. If I fail to comply with show regulations, I understand I will be exempt from future shows.**
 Date _____

Mail application to: Cathy Barbie 5300 Goni Road Carson City, NV 89706
For information, call (775) 882-8109 or contact by email : crbbarb@nvbell.net

Carson High School Holiday Craft Fair 2010

Friday, Nov.19, 2010 5pm – 8:00pm

Saturday, Nov. 20, 2010 9am – 4pm

Publicity

We advertise in the following: Nevada Appeal, Record Courier, Dayton Courier, and Reno-Gazette Journal. Our street banner across Carson Street will hang the week prior to the show. Flyers and posters are distributed to local businesses and included in elementary school peechees. Our event will be posted on local and area bulletin boards. We will have TV spots running for two weeks on local and cable stations. We also advertise in two craft fair journals.

Description of your Craft

Be sure to send a complete application. Do not forget to include two postage stamps, your application showing your preferences for booths, photos, and a check payable to CHS Holiday Craft Fair. Be sure to include recent photos of your handcrafted items. Put your name and address on the back of each photo. Include at least one showing you making your crafts and one with groupings or a booth photo. Please do not email these – they must accompany your application. You will be notified in June as to your acceptance and booth locations will be mailed out with your confirmation packet. Electricity is only available to booths around the perimeter of the two gyms – very limited in Senator Square and the lobby. Electrical requests must be included to insure availability and placement. **All new vendors need to send photos.** Please do not bring items to be sold that are not handmade American items. Food vendors, please get your permits from the health department.

Layout

We will continue to use the large and small gyms, lobby, Senator Square, and a hallway leading to Senator Square for the show. We've added 6'x12' booths to the lobby and to Senator Square. The entrance is to the left side of the lobby and the raffle area is in the concession booth. Crafter booths are available in Senator Square and food, entertainment, and Santa photos will also be available there throughout the fair. On the application, we asked you to identify needs such as: wall space, electricity, single or double booths. If you request two adjoining booths, the electrical charge is a single fee for both. We have a limited number of booths open on two or three sides. **Booth assignment requests will be honored on a first-come, first paid with completed application basis. If you have a strong preference for booth or location, please include your check with the application. No unpaid special requests will be considered.** Checks are deposited on the first Tuesday of each month. **All payments must be received no later than June 1. Booth assignments will not be confirmed until payment has been received. After that date, any unpaid spaces are made available to crafters on the waiting list.** If you apply after June 1, please call or email me to see if we still have spaces available before sending in your application.

Set Up

Set up will be Friday, Nov. 20 from 1pm to 4pm. We will be staggering the setup times, starting at 12:30pm in the small gym, 2pm for the large gym, and 2:30pm for the lobby, halls, and Senator Square. Student helpers are available en masse at 2pm. You need to check-in at the Registration table, and check your booth location BEFORE unloading. **THIS IS MANDATORY BEFORE SETTING UP.** We may direct you to a better unloading area and have volunteers waiting to help you. Crafters are responsible for bringing their own tables, chairs, and extension cords. **Electrical outlets or hookups may be at a distance from your assigned area. You will need to bring an extension cord that can reach up to 50 feet in length.** Booth boundaries will be strictly enforced. Please do not bring small children or animals that need supervision to spend the day with you. **After unloading, move vehicles to the fence by the street.**

Hospitality

Friday evening there will be complimentary coffee and baked goods available to crafters and customers outside the main gym by the trophy case. A complimentary crafters' breakfast is available on Saturday morning from 8-8:30am in Senator Square during the morning meeting.

Raffle

On Friday evening, we have a community-sponsored raffle. If you want tickets for this, they are 50 cents each or 3/\$1 and can be purchased from the raffle area in the North Lobby. The crafters' raffle on Saturday is a huge success each year. We ask that you donate a handcrafted item valued at \$15 or more. It should be representative of items offered in your booth and upon which you were juried. Remember to include your business card to advertise your business. As a crafter, one of your benefits is to receive 6 tickets for the Saturday raffle in your vendor packet. Be sure to fill them out in order to win. Thanks for your support. Items donated are tax deductible.

Entertainment

Great school and local entertainment is available in Senator Square throughout the craft fair. Be sure to check it out. A schedule will be included in your vendor packet.

Food

Food is available on Friday night next to Senator Square in the lower cafeteria. It is also available on Saturday throughout the craft fair. Students circulate to take your order and to deliver items. A menu is provided in your vendor packet.

Tear Down

Crafters are to keep their booths open and intact until closing at 4pm on Saturday. Volunteers will be available to assist you in moving items out to your vehicles at that time. The back gates will be locked until 4pm!

Quality Assurance

Please help us maintain the quality and integrity of our show by showing only handcrafted, American-made items. No mass-produced or imported goods, please. As applications are received, a PTSA craft board will jury them. Please DO NOT bring jewelry to sell in your booth unless it has been juried in – in other words, you wrote it on the application and sent pictures of the items for jurying. Included in your application packet is a map showing booth locations. **Booths are assigned on a first-come first-paid basis with complete applications.** We reserve the right to place you. We attempt to assign booths of similar crafts away from one another. Accurate descriptions and photos help us make this determination and avoid duplication.

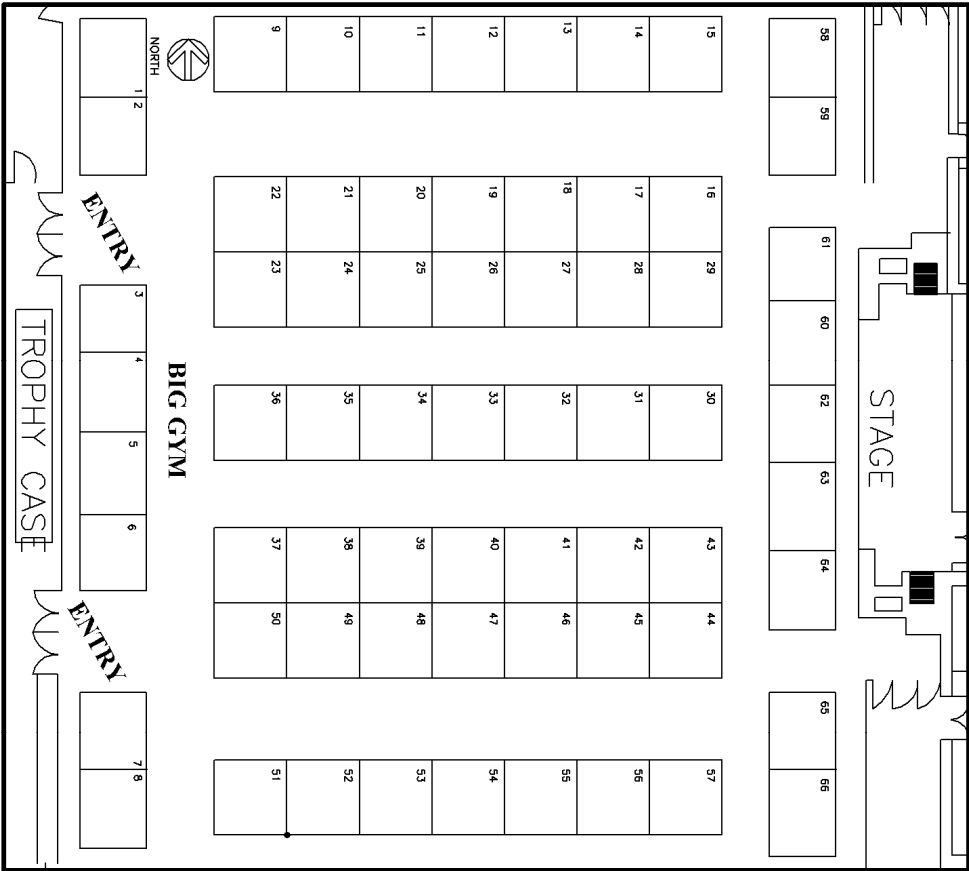
Cancellation Policy

Cancellations received in writing by September 15 will be refunded in full. As a courtesy, if you have reserved a booth and become aware that you will be unable to participate, we would appreciate a prompt notification. **Applications and your payment must be made by June 1 unless you apply after that date. If you are applying after June 1, please call to check on booths available, then include your check with the application.**

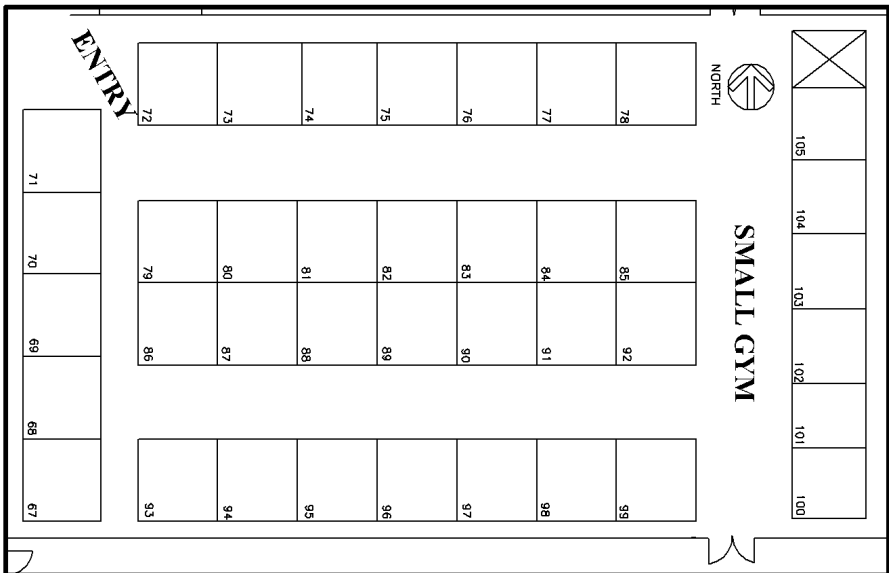
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Craft Fair- Big and Small Gyms

Craft Fair- Big Gym



Craft Fair- Small Gym



CHS Craft Fair

Craft Fair- North Foyer, Halls and Sen Sqaure

