



# North Valleys High School

## 4<sup>th</sup> Annual Scholarship Craft Fair

### Saturday, Nov. 5, 2011

### 10 am – 4 pm

## BOOTH APPLICATION



Name \_\_\_\_\_

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

Address \_\_\_\_\_

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

Telephone (home) \_\_\_\_\_ (cell) \_\_\_\_\_

E-mail \_\_\_\_\_ Website \_\_\_\_\_

Have you participated in the NVHS Craft Fair Before? Y or N How many years? \_\_\_\_\_

**Product Category (check all that apply)**

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li><input type="radio"/> Art</li> <li><input type="radio"/> Candles</li> <li><input type="radio"/> Ceramics</li> <li><input type="radio"/> Children's Items</li> <li><input type="radio"/> Clothing</li> <li><input type="radio"/> Floral</li> <li><input type="radio"/> Food</li> <li><input type="radio"/> Glass</li> <li><input type="radio"/> Home based business</li> </ul> | <ul style="list-style-type: none"> <li><input type="radio"/> Leather</li> <li><input type="radio"/> Metal</li> <li><input type="radio"/> Paper</li> <li><input type="radio"/> Photography</li> <li><input type="radio"/> Soap</li> <li><input type="radio"/> Wood</li> <li><input type="radio"/> Jewelry</li> <li><input type="radio"/> Other _____</li> </ul> |
|--|--|

**Product Description**

---



---



---

<p><b># of booths</b> _____ @ \$40. Each booth</p> <p>After Oct 1 @ \$50. Each Booth \$ _____</p> <p><b>Electricity</b> @ \$10. per booth \$ _____</p> <p>(optional, subject to availability)</p> <p style="text-align: right;">Total due \$ _____</p>	<p style="text-align: center;"><b>Booth size preference</b></p> <p style="text-align: center;">10'w X 10'd    8'w X 10'd</p> <p style="text-align: center;">10'w X 7'd,    10'w X 6'd</p> <p style="text-align: center;">14'w X 7'd</p> <p style="text-align: center;">1<sup>st</sup> _____ 2<sup>nd</sup> _____ 3<sup>rd</sup> _____</p> <p style="text-align: center;">(please <b>NOTE</b> changed booth numbering system)</p>
--	--

**Exhibitor Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

(Hold Harmless Agreement on back of application or second page must be filled out, signed & returned with application)

**Office Use Only**

RC/jkb

Post mark date:	Date recd:	Ck#	Amt \$	Bal Due \$
-----------------	------------	-----	--------	------------

**##**    **R**    **M**    **C**    **E**    **Booth: #** \_\_\_\_\_



**North Valleys High School**  
**4<sup>th</sup> Annual Scholarship Craft Fair**  
**Saturday, Nov. 5, 2011**

**Participant Name:** \_\_\_\_\_

**Business Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Alternate Phone:** \_\_\_\_\_

**HOLD HARMLESS AGREEMENT:**

**Exhibitor agrees to save Washoe County School District harmless from all claims or suits for losses, liabilities, injuries, or other detriments which may be made against the County or its employees based on any intentional or negligent act or omission by the exhibitor as result of participation in the NVHS 4th Annual Scholarship Craft Fair being held at North Valleys High School, 1470 E. Golden Valley Road, Reno, NV 89506.**

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**Date**

**Dear Vendor,**

Thank you for your interest in participating in our Craft Fair. Please read the following information, fill out the enclosed application and mail it to:

**Christina Lafoon  
NVHS Scholarship Craft Fair  
1470 E. Golden Valley Road  
Reno, NV 89506**

**Make checks payable to: North Valleys High School**

You will be notified by email as soon as your application is received and processed. If your application is not accepted, your check will be returned to you. Please contact us if you don't hear from us in a timely manner. Please note processing will take 2-3 weeks in most cases.

**Vendor Information:**

Event Location: **North Valleys High School, 1470 E. Golden Valley Road, Reno, NV 89506**  
Set up times: **Friday, 4:00 pm – 6:00 pm & Saturday, 8:00 am – 10:00 am**  
Event Date: **Saturday, Nov. 5, 2011**  
Shopping Hours: **10am – 4pm**  
Fees: \$40.00 per booth (\$50.00 for applications received or postmarked after Oct. 1)  
Electricity per booth \$10.00 (optional, subject to availability)  
(1) donated item (\$20 value) for Scholarship Fund Raffle  
**(Returned checks will be assessed a \$25.00 fee)**

- Exhibitors will provide their own booth set up (tables, chairs, electrical cords etc.)
- We will assign booth space on a first come first served basis (earliest post mark)
- We reserve the right to final booth assignment up to the day of the event
- A limited amount of booths will be available for Home Based Businesses on a first come first served basis (Avon, Mary Kay, Pampered Chef, etc.)
- All tables must have table coverings
- Food items must be packed and labeled (samples may be served w/ approved valid health cert.)
- Food items may not include drinks and snacks sold by our concessions
- All exhibitors are responsible for sales tax on items sold (7.725%) rate subject to be changed.
- Nevada Department of Taxation "ONE TIME SALES TAX RETURN" form will be issued to all vendors
- Tax Forms must be turned in to Christina Lafoon before exhibit tear down
- The following items are not permitted to be sold: Drug paraphernalia, sex items, weapons including but not limited to guns, knives, swords bows and arrows
- Exhibitors must remain open until the end of the event
- There will not be a rain date and no refunds will be given for weather related issues
- Withdrawal requests must be submitted by letter or email to Christina Lafoon by Sept. 1, 2011 to receive a full refund. No refunds will be made after this date.
- "No shows" will result in non participation in next year's event
- Booth assignments and set up instructions will be sent to you prior to the event
- We will not be responsible for loss, theft or damage of any items you have brought to the show

**For more information contact:**

**Christina: [clafoon@washoe.k12.nv.us](mailto:clafoon@washoe.k12.nv.us) or John B. 775-424-3511**

# Scholarship Craft Fair

## North Valleys High School

1470 E. Golden Valley Road  
Reno, Nevada 89506



Cafeteria Booths	
Booth #	Size
64-67,59	10' w x 6' d
77-79	8'w x 10'd
71-76	10'w x 10'd
68-70	10'w x 7'd
80-85	10'w x 10'd
57-58	10'w x 7'd
51-60	10'w x 10'd
North-East-South Halls	
1-40	10'w x 10'd
41-44	14'w x 7'd

- Student Booths**  
46-50      14'w x 7'd
- Courtyard Booths**  
c1 - c13      10'w x 10'd

27