



**Carson High School Holiday Craft Fair
1111 N. Saliman Road**

Friday, Nov. 18 from 5-8:00 pm and Saturday, Nov.19, 2011 from 9am – 4 pm

NAME _____ PHONE (____) _____

Nevada Sales Tax # _____ (if you have one) Business Name _____

Name of ONE other person working booth (for name tag) _____

ADDRESS _____ CITY _____

STATE _____ ZIP _____ EMAIL ADDRESS _____

Please include your email address to contact you and confirm application acceptance)

DESCRIPTION OF YOUR CRAFTS: _____

The craft fair will be filled on a **first come first paid basis** from application postmark date. If you have a preferred location/space, request it and include your payment. I make every effort to honor all requests; however, **paid requests get priority**. Booths (10x10) in gyms, lobby, or Senator Square are \$95; Lobby 7x14 are \$85; Hallway and Senator Square 6x12 are \$60. **Booths won't be assigned unless application is complete.** Hallway & Lobby spaces can't set up until 2:30pm. Electricity is limited and must be reserved with this application. **NO tables are available – please bring your own, if needed.**

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

COST OF THE CRAFT FAIR

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 = \$ _____

You may send a check with your application or wait to send your check to arrive by **June 1**. We do maintain a waiting list and fill spaces not paid for by then. **Make checks out to CHS HOLIDAY CRAFT FAIR.** 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 for a full refund. 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 checks fee is \$25.00**

REMEMBER TO ENCLOSE ALL OF THE FOLLOWING WITH YOUR APPLICATION:

1. Send 3-5 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. Please send in your application/payment by June 1 deadline.**
2. Send two stamps – no envelope needed. **All vendors** need to include stamps.
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 P.O. Box 305, Carson City, NV 89702
For information, call (775) 882-8109 or contact by email : crbbarb@nvcbell.net

Carson High School Holiday Craft Fair 2011

1111 N. Saliman Road in Carson City

Friday, Nov.18, 2011 5pm – 8:00pm

Saturday, Nov. 19, 2011 9am – 4pm

Publicity

We plan to 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 show. Flyers and posters are distributed to local businesses and included in elementary school preechees. 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. **Please note the deadline on this year's application. Applications and payments should be received no later than June 1.** You will be notified by the end of May 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 use the large and small gyms, lobby, Senator Square, and the main hallway leading to Senator Square. The lobby has changes from last year's layout. Some will be 6'x12' or 7'x14'. The entrance is on the left side of the lobby and the raffle area is in the concession booth. Santa is in Senator Square. Craft booths (10x10) and (6x12) are located in Senator Square with food and Santa photos available throughout the fair. On the application, we asked you to identify needs such as: wall space, electricity, corner, 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 basis for those submitting complete applications. If you have a preference for booth or location, include your check with the application. No unpaid special requests will be considered.** Checks are deposited on the first Wednesday of each month. **All payments must be received no later than June 1. 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. 18 from 12:30pm to 4pm. We will be staggering the setup times, starting at 12:30pm in the small gym, then 1:30pm for the large gym, and 2:30pm for the lobby, halls, and Senator Square. We will give you your setup time with your confirmation information. 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 will have volunteers waiting there 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.**

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 from your booth valued at \$15 or more.** 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.

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, the craft board will jury them. Jewelry and scarves were very visible last year. Please DO NOT bring scarves or jewelry to sell in your booth unless it has been juried – 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 do attempt to assign booths of similar crafts away from one another.

Cancellation Policy

Cancellations received in writing by September 15 will be refunded in full. No refund requests will be processed after this date. Certain circumstances may allow a credit for next year. 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. **June 1 is the deadline for sending in your application and payment.**

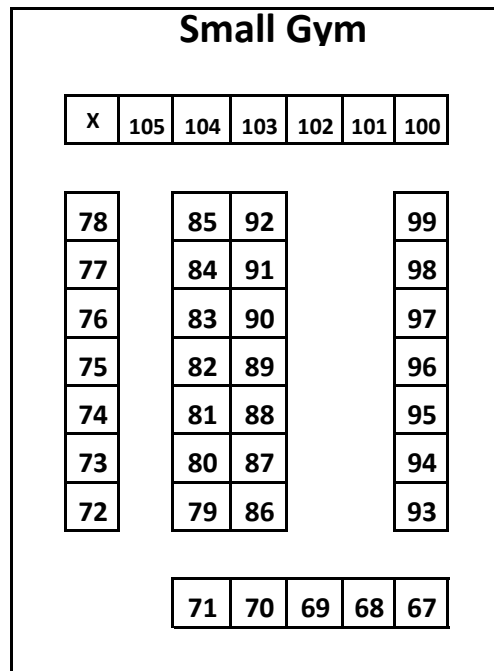
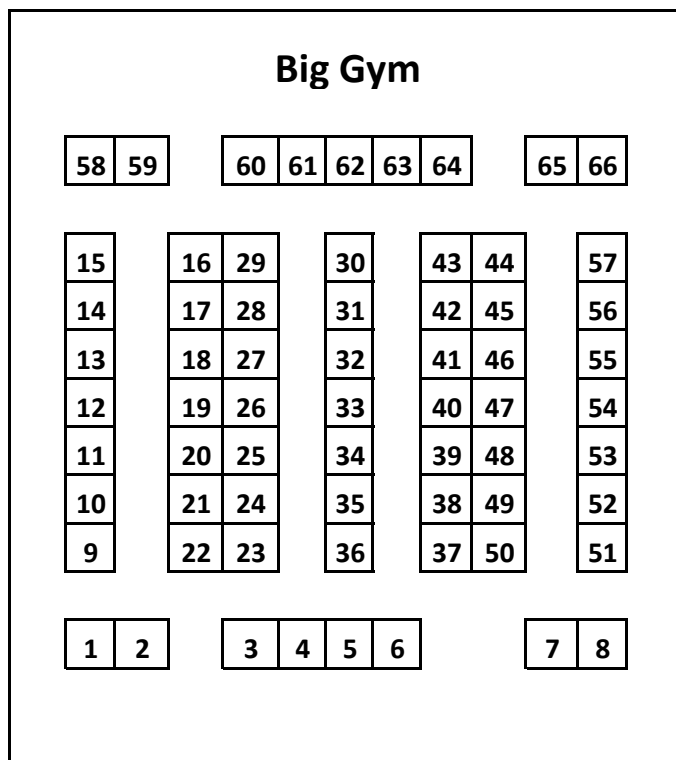
Mail your applications to: Cathy Barbie P.O. Box 305, Carson City, NV 89702
For information, call: (775)882-8109 or email me at: crbbarb@nvcbell.net

<http://carsonhighholidaycraftfair.web.officelive.com/default.aspx>



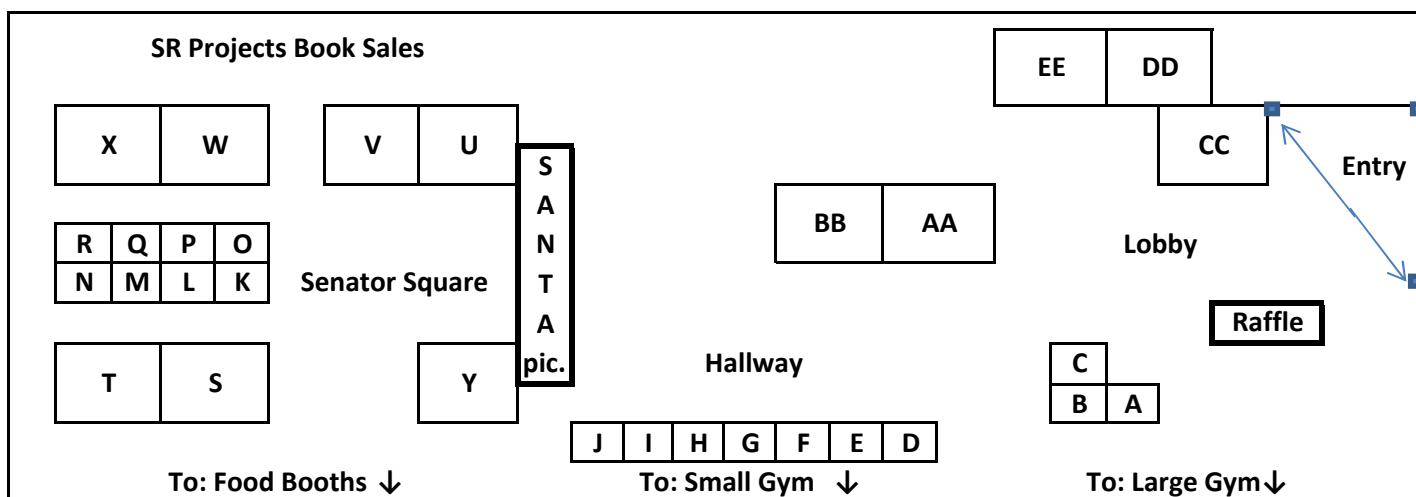
Carson High School Holiday Craft Fair

1111 N. Saliman Road, Carson City, NV 89706



All booths in both gyms are 10x10 and \$95.00 each Electricity ONLY available in wall spaces.
 These 2 rooms are not connected

North Foyer, Halls and Senator Square



Lobby Booths
 A,B,C 7x14 \$85.
 AA - EE 10x10 \$95.

Hallway Booths
 D - J 6x12 \$60.

Senator Square Booths
 K - R 6x12 \$60.
 S - Y 10x10 \$95.