

CRAFTER INFORMATION

Coral Academy of Science Elementary PTC **1st Annual Spring Craft Fair**

March 3, 2012

10:00am-4:00pm



Set up times:

Friday, March 2nd 4:00pm-7:00pm and
Saturday, March 3rd 8:00am-10:00am

Booth Size:

*8X8 indoor
*6' table space
(for home-based businesses)

Fees: \$20 per 8X8 space (checks made payable to "Coral Academy of Science PTC")
\$10 per 6' table space for home-based businesses
+Donation of one item valued at not more than \$10 for the Spring Basket Raffle

Contact: Dawn Lupan 322-0274 x204 or dlupan@coralacademy.org
Morgan Mundy 323-2332 X136 or mmundy@coralacademy.org

Directions to school: 1701 Valley Road, Reno NV 89512

Interstate 80-westbound

Exit 14, Wells Avenue, right turn

Stoplight, Sadleir Way, left turn

Stop sign, Valley Road, right turn

Coral Academy of Science Elementary is the white building on left.

1. Booth spaces will be assigned on a first come, first served basis. A limited amount of table space will be available for home-based businesses (such as Avon, Tupperware, etc.).
2. Craft exhibitors are to provide their own tables, chairs, displays, electrical cords, etc.
3. No food items are to be sold, please.
4. On the day of the event, all exhibitors are to park their vehicles inside of the fenced playground area.
5. All exhibitors will be responsible for sales tax on items that are sold (currently 7.725%)--a copy of the tax return form from the Nevada Department of Taxation will be issued.
6. Tax forms need to be returned to Dawn Lupan before departure on Saturday.
7. Exhibit tear down will not be prior to 4:00pm.
8. The craft fair will be held regardless of weather; no refunds will be given due to weather-related issues.
9. In case of an unforeseen circumstance involving closing of the facility, exhibitors will be notified promptly by phone, and a full refund will be issued.
10. Request for withdrawal from the craft fair with a full refund must be given to Dawn Lupan by fax, email, or letter prior to February 17, 2012.
11. Exhibitors who are a "no-show" will not receive a refund.
12. Coral Academy of Science cannot be responsible for loss, theft, or damage to items.

CRAFTER APPLICATION

Coral Academy of Science Elementary PTC

1st Annual Spring Craft Fair

Saturday, March 3, 2012

10:00am-4:00pm

Application deadline is February 3, 2012.



NAME _____

COMPANY NAME _____

CITY _____ STATE _____

TELEPHONE (home) _____ (cell) _____

E-mail _____

City of Reno Business License? Y N If yes, License # _____

Name on License _____ Expiration Date _____

If you do not have a City of Reno Business License, please include \$15 additional for a required "Temporary Vendor Business License".

On the day of the event, a "One Time Sales Tax Return Form" from the Nevada Department of Taxation will be issued to all exhibitors, to be returned complete prior to event departure.

CRAFT CATEGORY (check as many as apply): Please, no food items.

- | | | |
|-----------------------------------|--|-----------------------------------|
| <input type="checkbox"/> Art | <input type="checkbox"/> Candles | <input type="checkbox"/> Ceramics |
| <input type="checkbox"/> Clothing | <input type="checkbox"/> Floral | <input type="checkbox"/> Glass |
| <input type="checkbox"/> Jewelry | <input type="checkbox"/> Leather | <input type="checkbox"/> Metal |
| <input type="checkbox"/> Paper | <input type="checkbox"/> Soap | <input type="checkbox"/> Wood |
| <input type="checkbox"/> Fabric | <input type="checkbox"/> Home-Based Business | |
| <input type="checkbox"/> Other | | |

8x8 space (handmade crafts) \$20
6' table (home-based business) \$10

Please mail completed application, along with fees due, to:

Coral Academy of Science
Attention: Dawn Lupan
1701 Valley Road
Reno, NV 89512