

HOLIDAY ARTS & CRAFT FAIR
Spanish Springs Elementary School
 100 Marilyn Mae Dr., Sparks, NV 89441
 Sunday, December 18, 2011
 10 am – 5 pm
BOOTH APPLICATION

Name _____

Company Name _____

Address _____

City _____ State _____ Zip Code _____

Telephone (home) _____ (cell) _____

E-mail _____ Website _____

Product Category (check all that apply)

- | | |
|---|-----------------------------------|
| <input type="radio"/> Art | <input type="radio"/> Leather |
| <input type="radio"/> Candles | <input type="radio"/> Metal |
| <input type="radio"/> Ceramics | <input type="radio"/> Paper |
| <input type="radio"/> Children's Items | <input type="radio"/> Photography |
| <input type="radio"/> Clothing | <input type="radio"/> Soap |
| <input type="radio"/> Floral | <input type="radio"/> Wood |
| <input type="radio"/> Food | <input type="radio"/> Jewelry |
| <input type="radio"/> Glass | <input type="radio"/> Other _____ |
| <input type="radio"/> Home based business | |

Product Description

# of booths ____ @ \$40. Each booth \$ _____ Electricity @ \$10. per booth \$ _____ (optional, subject to availability) Total due \$ _____	Booth preference 10'w X 10'd Booths will be assigned
---	--

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: #** _____

HOLIDAY ARTS & CRAFT FAIR
Spanish Springs Elementary School

100 Marilyn Mae Dr., Sparks, NV 89441

HOLIDAY ARTS & CRAFT FAIR

Sunday, December 18, 2011

10 am – 5 pm

BOOTH APPLICATION

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 Holiday Arts & Craft Fair being held at Spanish Springs Elementary School, 100 Marilyn Mae Dr., Sparks, NV. 89436, on Sunday, Dec. 18, 2011

_____ | _____

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:

**Renee Roussel
Spanish Springs School Craft Fair
100 Marilyn Mae Dr.
Sparks, NV 89441**

Make checks payable to: SSES PTO

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:

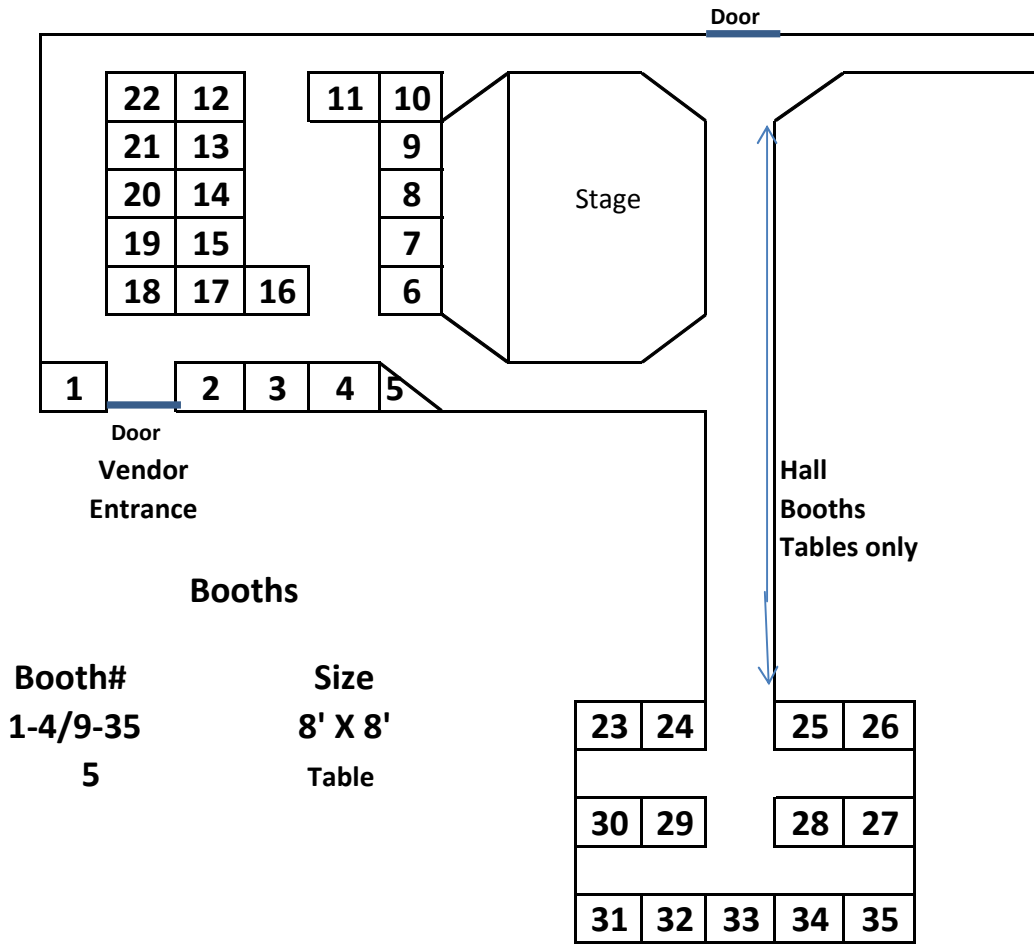
Event Location: **Spanish Springs Elementary School**, 100 Marilyn Mae Dr., Sparks, NV 89441
Set up times: **Sunday**, 8:00 am – 10:00 am
Event Date: **Sunday, Dec. 18, 2011**
Shopping Hours: **10am – 5pm**
Fees: \$40.00 per booth
Electricity per booth \$10.00 (optional, subject to availability)
(1) donated item (\$15 value) for our 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 **Renee Roussel** 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 **Renee Roussel** by Dec. 10, 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:

Renee Roussel 775-772-9062 Email: rlroussel@gmail.com

**GUEST
Entrance**



**Spanish Springs
Elementary School**



Craft Fair

**100 Marilyn Mae Drive
Sparks, NV 89441**