

North Valleys High School

15th Annual Scholarship Craft Fair

Saturday, November 5, 2022

10am – 3pm

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): Vendor is Registered in NV Tax ID#? _____

- | | | | |
|---|-----------------------------------|--------------------------------------|----------------------------------|
| <input type="checkbox"/> Art | <input type="checkbox"/> Candles | <input type="checkbox"/> Ceramics | <input type="checkbox"/> Soap |
| <input type="checkbox"/> Children's Items | <input type="checkbox"/> Clothing | <input type="checkbox"/> Floral | <input type="checkbox"/> Food |
| <input type="checkbox"/> Glass | <input type="checkbox"/> Wood | <input type="checkbox"/> Leather | <input type="checkbox"/> Jewelry |
| <input type="checkbox"/> Metal | <input type="checkbox"/> Paper | <input type="checkbox"/> Photography | <input type="checkbox"/> Crochet |
| <input type="checkbox"/> Home Based Business
(Scentsy, Tupperware, etc.) | | | |

PRODUCT DESCRIPTION REQUIRED (describe items in each booth rented): _____

<p># of Booths _____ @ \$55 each</p> <p>After Oct. 1 @ \$65 each \$ _____</p> <p>Electricity @ \$10 per booth \$ _____ (optional, subject to availability)</p> <p>8ft. Table Rental @ \$10 per table \$ _____ (optional, subject to availability)</p> <p>Chair Rental @ \$5 per chair \$ _____ (optional, subject to availability)</p> <p style="text-align: right;">Total Due \$ _____</p>	<p style="text-align: center;">Booth Size Preference</p> <table border="0" style="width: 100%;"> <tr> <td>10'w X 10'd</td> <td>8'w X 10'd</td> <td>14'w X 7'd</td> </tr> <tr> <td>10'w X 7'd</td> <td>10'w X 6'd</td> <td>7'w X 7'd</td> </tr> </table> <p style="text-align: center;">Booth Number Preference (according to map)</p> <table border="0" style="width: 100%;"> <tr> <td style="text-align: center;">1st</td> <td style="text-align: center;">2nd</td> <td style="text-align: center;">3rd</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> </table> <p style="text-align: center;">Special Requests</p> <p style="text-align: center;">Corner Booth Wall Space</p> <p style="text-align: center;">Pop Up Canopy *Refer to map for approved canopy booths</p> <p>Rank 1-3 what is most important when assigning booths: 1=most important 3=least important</p> <p>Booth Size _____ Booth Number _____ Special Requests _____</p>	10'w X 10'd	8'w X 10'd	14'w X 7'd	10'w X 7'd	10'w X 6'd	7'w X 7'd	1 st	2 nd	3 rd	_____	_____	_____
10'w X 10'd	8'w X 10'd	14'w X 7'd											
10'w X 7'd	10'w X 6'd	7'w X 7'd											
1 st	2 nd	3 rd											
_____	_____	_____											

Exhibitor Signature _____ **Date** _____

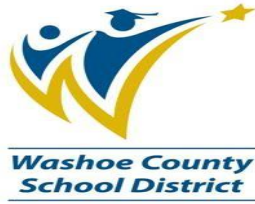
(Hold Harmless Agreement on back of application or second page must be filled out, signed, & returned with application)

Office Use Only

RC/jkb

Post Mark Date:	Date Received:	Check #	Amount \$	Balance Due \$
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_____ R _____ M _____ C _____ E _____ T _____ Ch _____ Booth: # _____



**North Valleys High School
15th Annual Scholarship Craft Fair
Saturday, November 5, 2022**

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 a result of participation in the NVHS 15th 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 15th Annual Scholarship 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 mail 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: **Saturday, 7:00am – 10:00am**

Clean up Times: **Saturday, 3:00pm – 5:00pm**

Event Date: **Saturday, November 5, 2022**

Shopping Hours: **10:00am – 3:00pm**

Fees: \$55.00 per booth (\$65.00 for applications received or postmarked after Oct. 1)
Electricity = \$10 per booth (optional, subject to availability)
8ft. Table Rental = \$10 per booth (optional, subject to availability)
Chair Rental = \$5 per booth (optional, subject to availability)

1 Donated item PER BOOTH to represent your products (\$20 VALUE) for the Scholarship Fund Raffle (2 booths rented = 2 donated items)

Returned checks will be assessed a \$25.00 fee

- Exhibitors provide their own booth set up. Tables and Chairs rented upon request.
- We will assign booth space on a first come first serve basis (earliest postmark)
- **We reserve the right to final booth assignment up to the day of the event.**
- A limited number of booths will be available for Home Based Businesses on a first come first serve basis (Scentsy, Tupperware, Pampered Chef, etc.)
- All tables must have table coverings
- Food items must be packed and labeled (samples may be served w/ approved valid health certificate)
- Food items may not include drinks and snacks sold by our concessions
- All exhibitors are responsible for sales tax on items sold (8.265% 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 the information table 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 Oct. 1, 2022 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 please contact:

Chris McBride: 775-321-3278 christine.mcbride@washoeschools.net or Perla Gonzalez: 775-321-3285 pgonzalez@washoeschools.net

Scholarship Craft Fair

North Valleys High School

1470 E. Golden Valley Road
Reno, Nevada 89506

c17
c16

c1-c17-outdoors

c1
c2

c15
c14

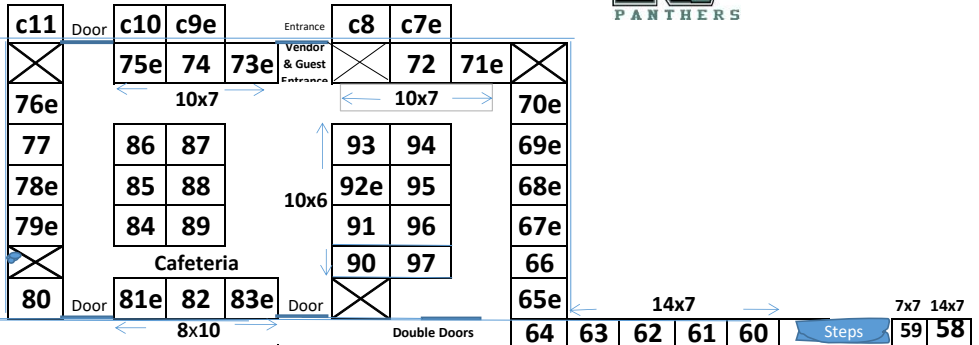
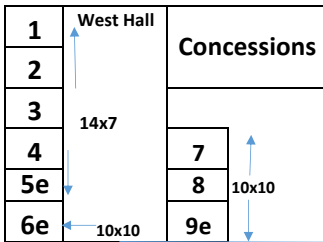
GUEST
Entrance

c3
c4

c13
c12

Courtyard

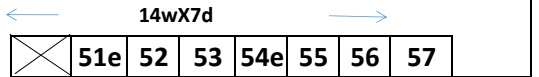
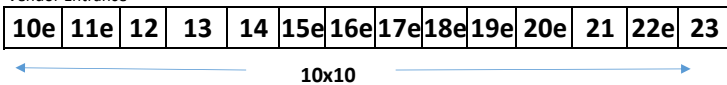
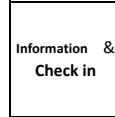
c5
c6e



South Hall

North Hall & Student Booths

Vendor Entrance



Rest Rooms

Offices

East Hall

Water Fountains

Booth #	Size
West Hall Booths	
1-5	14'w x 7'd
6-9	10'w x 10'd
North-East-South Halls	
10-50	10'w x 10'd
51-58	14'w x 7'd
59	7'w x 7'd

Student Booths	
60-64	14'w x 7'd

Cafeteria Booths	
65-70	10'w x 10'd * Low ceiling. No pop up zone
71-75	10'w x 7'd * 71 & 72 No pop up zone
76-80	10'w x 10'd
81-83	8'w x 10'd
84-89	10'w x 10'd
90-93	10' w x 6' d
94-97	10'w x 10'd * Low Ceiling. No pop up zone

Courtyard Booths-Outdoor	
c1 - c17	10'w x 10'd * c7e-c11 no pop up zone

*e= Booth has Electricity. Electricity paid patrons will have priority for these booths

