

# North Valleys High School

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

### Saturday, November 4, 2023

### 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<br>(Scentsy, Tupperware, etc.) | <input type="checkbox"/> Fabric   | <input type="checkbox"/> Home Décor  | <input type="checkbox"/> Christmas |

**PRODUCT DESCRIPTION REQUIRED (describe items in each booth rented):** \_\_\_\_\_

<p># of Booths _____ @ \$60 each</p> <p>After Oct. 1 @ \$70 each \$ _____</p> <p>Electricity @ \$10 per booth \$ _____ (optional, subject to availability)</p> <p><b>6ft. Table Rental @ \$10 per table</b></p> <p># of tables requested _____ x \$10= \$ _____ (optional, subject to availability)</p> <p><b>Chair Rental @ \$5 per chair</b></p> <p># of chairs requested _____ x \$5= \$ _____ (optional, subject to availability)</p> <p style="text-align: right;"><b>Total Due \$ _____</b></p>	<p style="text-align: center;"><b>Booth Size Preference</b></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'wX7'd</td> </tr> </table> <p style="text-align: center;"><b>Booth Number Preference (according to map)</b></p> <table border="0" style="width: 100%;"> <tr> <td style="text-align: center;">1<sup>st</sup></td> <td style="text-align: center;">2<sup>nd</sup></td> <td style="text-align: center;">3<sup>rd</sup></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;"><b>Special Requests (circle all that apply)</b></p> <p style="text-align: center;">Corner Booth Wall Space Handicap Other Pop Up Canopy *Refer to map for approved canopy booths</p> <p><b>Rank 1-3 what is most important when assigning booths:</b> 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'wX7'd	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	_____	_____	_____
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'wX7'd											
1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>											
_____	_____	_____											

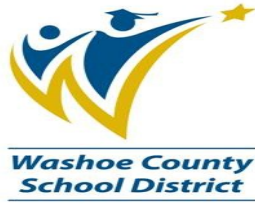
**Exhibitor Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

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

**Office Use Only**

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



**North Valleys High School  
16<sup>th</sup> Annual Scholarship Craft Fair  
Saturday, November 4, 2023**

**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 16<sup>th</sup> Annual Scholarship Craft Fair being held at North Valleys High School, 1470 E. Golden Valley Road, Reno, NV 89506.**

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**Signature**

**Date**

**Dear Vendor,**

Thank you for your interest in participating in our 16<sup>th</sup> 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, may be longer over summer break.**

**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 4, 2023**

Shopping Hours: **10:00am – 3:00pm**

**Fees:** \$60.00 per booth (\$70.00 for applications received or postmarked after Oct. 1)  
Electricity = \$10 per booth (optional, subject to availability)  
6ft. 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, 2023 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

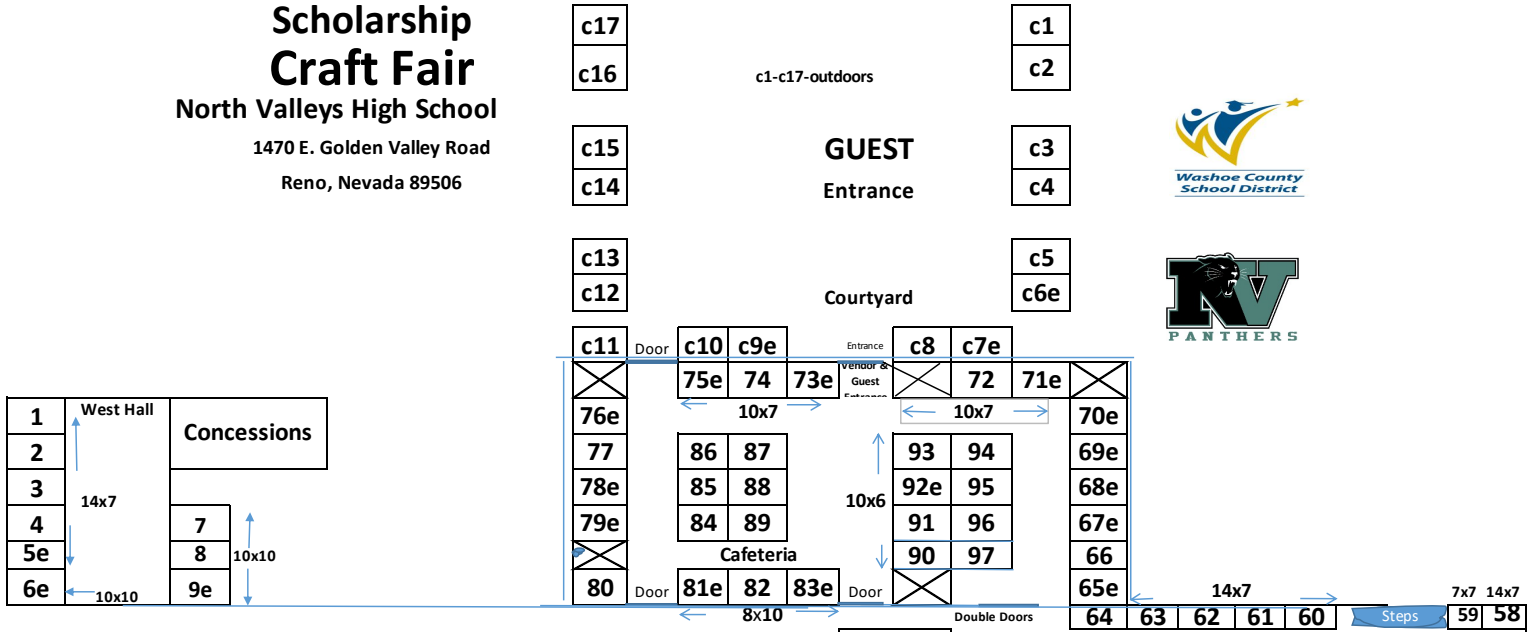
**For more information please contact:**

Chris McBride: 775-321-3278 [christine.mcbride@washoeschools.net](mailto:christine.mcbride@washoeschools.net) or Perla Gonzalez: 775-321-3285 [pgonzalez@washoeschools.net](mailto:pgonzalez@washoeschools.net)

# Scholarship Craft Fair

## North Valleys High School

1470 E. Golden Valley Road  
Reno, Nevada 89506



Vendor Entrance

10e	11e	12	13	14	15e	16e	17e	18e	19e	20e	21	22e	23
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Booth #	Size
<b>West Hall Booths</b>	
1-5	14'w x 7'd
6-9	10'w x 10'd
<b>North-East-South Halls</b>	
10-50	10'w x 10'd
51-58	14'w x 7'd
59	7'w x 7'd
<b>Student Booths</b>	
60-64	14'w x 7'd
<b>Cafeteria Booths</b>	
65-70	10'w x 10'd
71-75	10'w x 7'd
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
<b>Courtyard Booths-Outdoor</b>	
c1 - c17	10'w x 10'd

Offices

- 24
- 25
- 26e
- 27
- 28
- 29e
- 30e
- 31e
- 32
- 33
- 34
- 35
- 36e

East Hall

- 50e
- 49e
- 48
- 47
- 46e
- 45
- 44e
- 43e
- 42e
- 41
- 40
- 39
- 38e

37

Information & Check in

North Hall & Student Booths

14wX7d

51e	52	53	54e	55	56	57
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Rest Rooms

● Water Fountains

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