

CARSON HIGH HOLIDAY CRAFT FAIR

Held at CARSON HIGH SCHOOL - 1111 NORTH SALIMAN ROAD in Carson City, NV

Hosted by Carson High Holiday Craft Fair Association

P.O. Box 305 Carson City, NV 89702

HOLD HARMLESS AGREEMENT and CRAFT FAIR REQUIREMENTS

As an exhibitor in this event, you'll need to read and sign this agreement before your application is considered complete. Failure to sign will prevent your participation in the craft fair.

Exhibitor agrees to hold Carson High School AND Carson High Holiday Craft Fair Association harmless from any and all claims or lawsuits for losses, liabilities, injuries, or other detriments which may be made against the school or host association and/or any volunteers – both student and adult – based on any act that results from your participation in the Carson High Holiday Craft Fair being held at Carson High School. Although every effort is made to prevent any damage to your personal and business property, our volunteers are just that – volunteers – and by asking for their assistance you are accepting responsibility for any mishap. We do have insurance should anyone be physically harmed, however any contact with COVID is NOT our responsibility.

Signature _____ Date: _____

In addition, I agree to follow the following requirements for the craft fair. If not followed, I understand I will not be welcome to participate in future events.

1. Agree to move my vehicle immediately after it is unloaded.
2. Each booth is allowed one or two vendor badges. If you have two or more booths, that number is adjusted by the coordinator upon request.
3. Provide my tables and/or chairs as needed in my booth. We don't have our own WiFi access from the school.
4. If I have food products, I agree to contact the Health Department and get a permit.
5. I will turn in the NV Department of Taxation "ONE TIME SALES TAX RETURN" form at the end of the event.
6. Exhibitors must remain OPEN until the end of the event – 4pm on Saturday (no early tear-down or picking up prior to closing)
7. Pop-up canopies will have no top (per fire department request)
8. We are not responsible for loss, theft, or damage of any items at the show.
9. NO Shows will result in non-participation in future events. Last day to cancel and get refund is September 1. Any request needs to be in writing – last minute please call.
10. In the event that there are restrictions still in place per state mandate, I agree to follow them (facemasks,etc)

Carson High School Holiday Craft Fair
Friday, Nov. 19 from 5-8:00 pm and Saturday, Nov.20, 2021 from 9am – 4 pm

NAME _____ PHONE _____

Tax ID # _____ OR Social Security Number _____

Carson City OR Nevada State Business License Number _____

ADDRESS _____ CITY _____

STATE _____ ZIP _____ **Business Name** _____

Email Address: _____

I have a Carson City or State of Nevada Business License ___yes ___no **If yes, please enclose copy – we will be charging a \$10 fee for any vendors who do not have a city or State of Nevada license – or who do not enclose a copy with application**

I am a returning crafter ___yes ___no Number of years in this craft fair _____

DESCRIPTION OF CRAFTS: _____

The craft fair fills 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 (8x12) are \$100; Hallway, and Senator Square 6x12 are \$60. Senator Square hallway 5x8 are \$35.00. **Booths won't be assigned unless application is complete**. Electricity is limited and must be reserved with application. All wall spaces in both gyms have electricity. **NO tables available** – please bring your own.

I would like: Electricity/and/or wall (\$10 fee) _____ corner space (\$10 fee) _____
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 \$100.00 = _____

8x12 – Senator Square/Lobby hallway _____ x \$100.00 = _____

Hallway and Senator Square 6x12 _____ x \$60 = _____

Number of booths 5x8 _____ x \$35.00 = _____

Add \$10 for Business License fee = _____

Add \$10 for end corner booth = _____

Add \$10 for electricity and/ or wall space = _____

TOTAL AMOUNT = _____

Make checks out to CHS HOLIDAY CRAFT FAIR. 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 1 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 with 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/quality of your crafts. **Returning vendors need only send pictures of new items. Please send in your application/payment by June 1.**
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 this information and 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: Carson High Holiday Craft Fair P.O. Box 305 Carson City, NV 89702

For information, call (775) 882-8109; or contact by email : barbiecathy55@gmail.com

Carson High School Holiday Craft Fair 2021

1111 N. Saliman Road in Carson City

Friday, Nov.19, 2021 5pm – 8:00pm

Saturday, Nov. 20, 2021 9am – 4pm

Publicity

We will 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 are also included in elementary school peechees. We will have TV spots running on local stations. We have a link on the Carson High website for the craft fair as well as a Facebook page, and are listed on the renocrafters.com website. We also advertise on the Community Center's digital sign.

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. **Applications and**

payments are due for returning crafters by June 1. You will be notified of your acceptance and booth locations will be mailed out with your confirmation packet. Electricity is only available to booths against the walls of the two gyms – very limited in Senator Square and the lobby. Whether you use electricity or not, if you have a wall space, you are charged the additional \$10. **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 and Fees Associated with Placement

We use the large and small gyms, lobby, Senator Square, the main hallway leading to Senator Square, and two hallways on either side of Senator Square. The lobby has 10x10 spaces, one 6x14, and 8x12 spaces. The entrance is on the left side of the lobby and the raffle is in the concession booth. Santa is in Senator Square. Craft booths (10x10) (8x12) (6x12) and (5x8) are located in Senator Square with food and Santa photos available throughout the fair. If you request two adjoining booths, the electrical charge is a single fee for both. End corner booths, wall spaces, and/or electricity booths are an additional \$10 fee each. If you do not have a Carson City or State of Nevada Business License, there will be an additional \$10 fee. We pay for insurance for each vendor. 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. Confirmation packets with booth assignments and fliers will go out in September. If your application is submitted and no payment is made by June 1, any unpaid spaces are made available to crafters on our 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. 19 from 12:00pm to 4:30pm. We will be staggering the setup times, starting at 12:00pm small gym, 12:30pm large gym, and 2:30pm for the lobby, halls, and Senator Square. Student helpers are available. **You need to check-in at the Registration table. THIS IS MANDATORY BEFORE SETTING UP. In addition, when you check in you will need to fill out a vehicle information sheet in order to pull in behind the school to unload. Once you unload, you will need to move your vehicle to the far lot by the fence and main road.** 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.

Raffle

Please plan on donating a handcrafted item valued at \$15 or more. Although this is considered a donation and you will get a receipt for inclusion with your taxes, it is required (this is one way we keep your booth fee reasonable). Your booth fee helps cover the cost of insurance for this event for all vendors. We are a nonprofit. All profits from our craft fair go directly to Carson High student groups. Items donated are tax deductible.

Hospitality

Friday evening there will be 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 the Culinary Arts restaurant above Senator Square during the morning meeting.** Food may be purchased during the craft fair from the cafeteria area near Senator Square.

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. 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 and do attempt to assign booths of similar crafts away from one another.

Cancellation Policy

Cancellations received **in writing** by **September 1** 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 deadline** for confirmed crafters to send in their application and payment – unless you have contacted us and have been told there are still spaces available. If you cancel after the September 1 deadline, although you receive no refund, notification will entitle you to return the following year since notification prevents empty booths for the event.

Mail your application to: Carson High Holiday Craft Fair P.O. Box 305 Carson City, NV 89702

For information, call: Cathy Barbie (775)882-8109

or email me at: barbiecathy55@gmail.com

2021 Carson High Holiday Craft Fair

LARGE GYM										
STAGE										
16	17	32	33	34	35	36	65	66		
15	18	31	37	50	51	64				
14	19	30	38	49	52	63				
13	20	29	39	48	53	62				
12	21	28	40	47	54	61				
11	22	27	41	46	55	60				
10	23	26	42	45	56	59				
9	24	25	43	44	57	58				
8	7	6	5	4	3	2	1			

SMALL GYM						
84	83	82	81	80	79	
85						
		99	100			78
86		98	101			77
87		97	102			76
88		96	103			75
89		95	104			74
90		94	105			73
91		93	106			72
92						
	67	68	69	70	71	

