



Alpine Academy College Prep High School

2nd Annual Holiday Craft Fair

Saturday, November 14, 2015

10 am – 3 pm

BOOTH APPLICATION

Name _____

Company/Business Name _____ Bus Lic# _____

Address _____

City _____ State _____ Zip _____

Telephone (home) _____ (cell) _____ (business) _____

E-mail _____ Website _____

Booth notification preference: (mail) yes _____ no _____ (email) yes _____ no _____

Product Category (check all that apply)

- | | |
|--|--|
| <input type="checkbox"/> Art | <input type="checkbox"/> Home based business (Scentsy, Tupperware, etc.) |
| <input type="checkbox"/> Candles | <input type="checkbox"/> Photography |
| <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"/> other (Please Write description below) | |

Product Description _____

of Booth _____ @ \$45 each booth _____

After Nov 7 @ \$55 each booth _____

Electricity @ \$10 per booth _____

(optional, subject to availability) _____

8ft table rental @ \$5 per table _____

(optional, subject to availability) _____

Chair rental @ free per chair _____

(optional, subject to availability) _____

Total Due _____

Booth Size Preference

13'w x 7'd 10'w x 10'd 10'w x 7'd
10'w x 9'd 10'w x 5'd

1st _____ 2nd _____ 3rd _____

Size or booth number will be taken into consideration. Reminder: All booth assignments will be assigned on a 1st come 1st serve basis.

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 recd:	Ck#	Amt\$	Bal Due \$	Booth #



**Alpine Academy College Prep High School
2nd Annual Holiday Craft Fair
Saturday, November 14, 2015**

Participant Name: _____

Business Name: _____

Mailing Address: _____

City: _____ **State:** _____ **Zip:** _____

Home Phone: _____ **Alternate Phone:** _____

HOLD HARMLESS AGREEMENT:

Exhibitor agrees to save Alpine Academy College Prep High School harmless from all claims or suits for losses, liabilities, injuries, or other detriments which may be made against the school or its employees based on any intentional or negligent act or omission by the exhibitor as result of participation in the AACPHS 2nd Annual Craft Fair being held at Alpine Academy College Prep High School, 605 Boxington Way, Suite 112, Sparks NV 89434.

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 harmless form then mail it to:

*Alpine Academy College Prep High School
Attn: Karen Roseborough & Lydia Gutierrez
605 Boxington Way, Suite 112
Sparks, NV 89434*

Make checks payable to: **Alpine Academy College Prep High School**

You will be notified by email or mail (preference must be selected) 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 do not hear from us in a timely manner. Please note that due to timeframe we will process your application as quickly as possible, an expected 48 hour turn around once received.

Vendor Information:

<p><u>Event Location:</u> Alpine Academy College Prep High School, 605 Boxington Way, Ste 112, Sparks, NV 89434</p> <p><u>Set up times:</u> Saturday, November 14, 8:00 am – 10:00 am</p> <p><u>Clean up times:</u> Saturday, November 14, 3:00 pm – 5:00 pm</p> <p><u>Event Date:</u> Saturday, November 14, 2015</p> <p><u>Shopping hours:</u> 10:00 am – 3:00 pm</p> <p><u>Fees:</u> \$45 per booth (\$55 for applications received or postmarked after Nov. 7) Electricity per booth @10, 8 ft table rental @ \$5 per table, chair rental @ free per chair (optional, subject to availability), 1 donated item (\$10 value) for School Raffle per booth reserved (example: 2 booths reserved equals 2 donate items)</p>

Returned checks will be assessed a \$25 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 the AAPTO 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 Karen Roseborough or Lydia Gutierrez (alpineacademyhs@gamil.com) by Nov. 1st, 2015 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 to via email prior to the event.
- We will not be responsible for loss, theft or damage of any items you have brought to the event.

For more information contact: Karen or Lydia: (alpineacademyhs@gamil.com)