

**Carson High School Holiday Craft Fair**  
**1111 N. Saliman Road**

**Friday, Nov. 18 from 5-8:00 pm and Saturday, Nov.19 2016 from 9am – 4 pm**

NAME \_\_\_\_\_ PHONE \_\_\_\_\_  
Nevada Sales Tax # \_\_\_\_\_ (if issued) Business Name \_\_\_\_\_  
ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_  
STATE \_\_\_\_\_ ZIP \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

I have a Carson City 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 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 will be filled 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 are \$95; Hallway, and Senator Square 6x12 are \$60. **Booths won't be assigned unless application is complete. Hallway & Lobby spaces can't set up until 2:30pm. Small gym setup is 1pm and large gym is 1:30pm.** Electricity is limited and must be reserved with this application. All wall spaces in both gyms are priced WITH electricity, whether you plan to use it or not. **NO tables are available** – please bring your own.

**I would like the following: (electricity ONLY against walls of gyms)**

**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 \$95.00	=	_____
Number of booths 6x12 _____	X \$60.00	=	_____
Add \$10 for Business License fee		=	_____
Add \$10 for end corner booth		=	_____
Add \$10 for electricity and/ or wall space		=	_____
<b>TOTAL AMOUNT</b>		=	_____

**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 of your crafts, with your 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 and 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 : crbbarb@gmail.com**

## **Carson High School Holiday Craft Fair 2015**

**1111 N. Saliman Road in Carson City**

**Friday, Nov.18, 2016 5pm – 8:00pm**

**Saturday, Nov. 19, 2016 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 and posters are distributed to local businesses and are also included in elementary school peechees. We will have TV spots running for two weeks on local and cable 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 along 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, and the main hallway leading to Senator Square. The lobby has 10x10 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) and (6x12) 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. **Returning vendors will be notified by the end of February with booth confirmation – cashing your check is verification of your acceptance.** Confirmation packets with booth assignments will go out in early June for those accepted by that time. 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. We do fill early, don't delay.

### **Set Up**

Set up will be Friday, Nov. 18 from 1:00pm to 4:30pm. We will be staggering the setup times, starting at 1:00pm in the small gym, 1:30pm for the 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, and check your booth location BEFORE unloading. **THIS IS MANDATORY BEFORE SETTING UP.** 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.**

### **Hospitality**

Friday evening there will be complimentary coffee and 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 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. Jewelry and scarves were very visible last year. 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. Returning vendors received a 2016 application in their vendor packet in November and have already reserved spaces – if unpaid, your application is not yet complete.** 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.

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

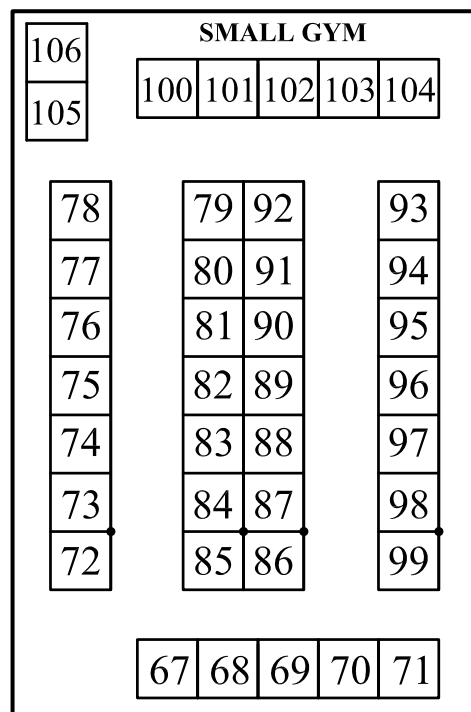
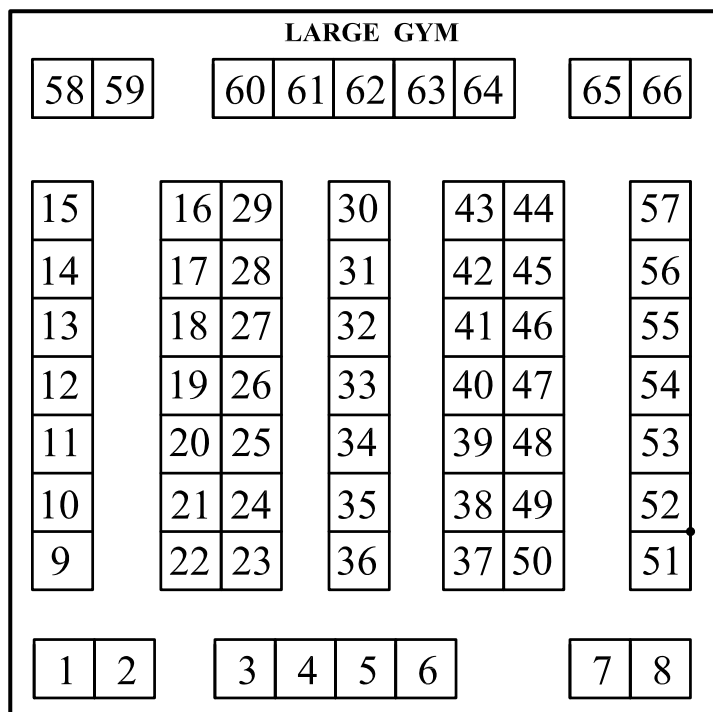
**For information, call: Cathy Barbie (775)882-8109**

**or email me at: [crbbarb@gmail.com](mailto:crbbarb@gmail.com)**

# Carson High School Holiday Craft Fair

1111 N. Saliman Road, Carson City, NV

## Large and Small Gyms



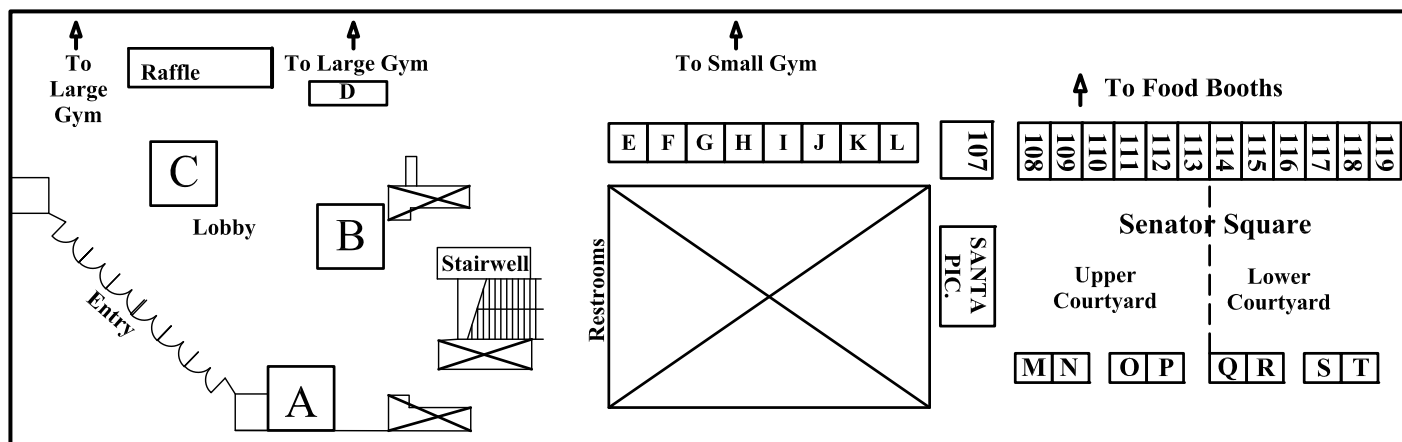
Booths in both gyms are 10' x 10' and \$95.00 each.

(Electricity -ONLY available in wall spaces- is additional \$10.)

These two rooms are not connected. Any end or corner booths are additional \$10.

Anyone not possessing a Carson City or Nevada Business License pays an additional \$10.

## Lobby/ North Foyer, Hall, & Senator Square



### Lobby Booths

A-C: 10'x10'; \$95

D: 6'x14'; \$80

All are end corners

A & C have electricity

### Hallway Booths

E-L: 6'x12'; \$60

L is an end corner  
& has electricity

### Senator Square Booths

107 & M-T: 10'x10'; \$95

108-119: 6'x12'; \$60

107 & 108 are end corners

No electricity available on  
wallspaces in senator square

### Lrg & Sml Gym Booths

1-106: 10'x10'; \$95

all wall spaces have  
electricity & are charged  
\$10 regardless of use.