

Carson High School Holiday Craft Fair
1111 N. Saliman Road (Event address – DO NOT SEND MAIL TO THE SCHOOL)
Friday, Nov. 16 from 5-8:00 pm and Saturday, Nov. 17 2018 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(8x12) 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 12pm and large gym is 12:30pm.** Electricity is limited and must be reserved with application. All wall spaces in both gyms are priced WITH electricity, whether you plan to use or not. **NO tables 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) _____ event business license _____
 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 or 8x12 (Senator Square) _____	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		= _____
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. 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 send pictures of new items. Send 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 2018

1111 N. Saliman Road in Carson City

Friday, Nov.16, 2018 5pm – 8:00pm

Saturday, Nov. 17, 2018 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 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 against the walls of the two gyms. 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), (8x12) 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. 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. 17 from 12:00pm to 4:30pm. We will be staggering the setup times, starting at 12:00pm in the small gym, 12:30pm 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. In addition, when you check in you will need to fill out a vehicle information sheet in order to pull 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. **Your signed application is a CONTACT – you MUST NOT tear down early OR fail to return your tax packet – noncompliance will bar you from any future shows.**

Hospitality

Friday evening there will be complimentary drinks 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 at 8am in Senator Square during the morning meeting. Next year's applications can be preregistered at this meeting.** Food may be purchased during the craft fair from the cafeteria area near Senator Square.

Raffle

The crafters' raffle is a huge success each year. **We ask that you donate a handcrafted item from your booth valued at \$15 or more.** Although this is a donation, it is **required** (that is one way we keep your booth rental fee low). Remember to include your business card to advertise your business. Items donated are tax deductible.

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.** 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**