

Carson High School Holiday Craft Fair
Friday, Nov. 17 from 5-8:30 pm and Saturday, Nov.18, 2023 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 current copy – we will be charging a \$10 fee for any vendors who do not have a Carson City or State of Nevada license – or who do not enclose a renewed copy with application. Exemptions DO NOT count.**

I am a returning crafter _____yes _____no Number of years in this craft fair _____
 DESCRIPTION OF CRAFTS: _____

The craft fair fills quickly. Returning vendors get priority and can sign up a year in advance at the event. I make every effort to honor all requests. Every year, there are some unexpected cancellations, and we do maintain a wait list. Check the Carson High website, our Facebook page, or renocrafters.com for updates. Booths (10x10) in gyms, lobby, or Senator Square (10x10) (8x12) are \$120; Hallway, and Senator Square Hallway (6x12) are \$80. Senator Square hallway 5x8 are \$50.00. **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, and are \$10 additional.

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 \$120.00	=	_____
8x12 – Senator Square/Lobby hallway _____ x \$120.00	=	_____
Hallway and Senator Square 6x12 _____ x \$80.00	=	_____
Senator Square Hallway booths 5x8 _____ x \$50.00	=	_____
Add \$10 for temporary Business License fee	=	_____
Add \$10 for end corner booth	=	_____
Add \$10 for electricity and/ or wall space	=	_____
TOTAL AMOUNT	=	_____

DO NOT SEND any fees until your application has been accepted! 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. A Hold Harmless Agreement must be included with your application.**

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 if you have new items.
2. Send two stamps – no envelope needed. All vendors need to include stamps.
3. Signed Hold Harmless Agreement

ONCE ACCEPTED, you'll send check/money order payable to CHS Holiday Craft Fair.

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 Cathy Barbie (775) 882-8109; or contact by email: barbiecathy55@gmail.com

Carson High School Holiday Craft Fair 2023

1111 N. Saliman Road in Carson City Friday,

Nov.17, 2023 5pm – 8:30pm

Saturday, Nov. 18, 2023 9am – 4pm

Publicity

We advertise in the Nevada Appeal and Reno-Gazette Journal. Our street banner across Carson Street will hang the week prior to show. TV spots run 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, application showing your preferences for booths, photos, and a signed Hold Harmless Agreement. Include recent photos of your handcrafted items with your name/address on the back. 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. You will be notified of your acceptance and booth locations will be mailed or emailed out with your confirmation. 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. Once you have been juried and accepted, your booth assignment will be made and you'll be informed of the fees you need to submit.

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 6x12, 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. Exemption letters DO NOT COUNT. We pay insurance for each vendor. Please make sure that you read and sign the HOLD HARMLESS AGREEMENT. Booth assignment requests will be honored as received for those submitting complete applications. Confirmation packets with booth assignments will go out once you've been accepted. Returning vendors pay a deposit at the event along with their application, with balances due June 1. ANY unpaid spaces after June 1 are made available to new crafters on our waiting list. If you apply after June 1, please call or email me to see if we have spaces available before sending in your application.

Set Up

Set up will be Friday, Nov. 17 from 12:00pm to 4:30pm. We stagger 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. When you check in, you'll need to fill out a vehicle information sheet before you unload. Once you unload, your vehicle must be moved 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.

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 also 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 and Crafters' Breakfast meeting

Friday evening ONLY there will be complimentary baked goods and coffee 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. This meeting is an opportunity to get updates, ask questions, and submit the application for 2024.** 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 extra items, such as 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.

TAXATION PAPERWORK and TEAR DOWN PROCEDURES

On Saturday afternoon, volunteers will circulate to collect your taxation forms. If you have a taxation ID and do either quarterly or monthly statements, please include the number on your form. If you do not have a taxation ID, you will need to estimate your show sales and include payment for the taxes collected and include this with your taxation form. Failure to turn in this form will bar you from attending this event in future and could prevent you from doing any shows in Nevada. Taxation is very strict about this! The show is not over until 4pm. **NO EARLY TEARDOWNS ARE PERMITTED!!!!** This is strictly enforced. If customers see vendors closing up, they assume the event is over and head for the door. You are robbing vendors of potential last minute sales, which is not fair. Anyone observed closing early will not be welcomed back. We are a close-knit family of vendors and this show is vital to the school. Please give everyone the opportunity to make this a success. Students will be available to assist you in loading out. There is no rush.

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 is the deadline** for confirmed crafters to send in their final payment. After June 1, please contact us to see what booths may be available before you submit an application. For all new vendors, the fees are due upon acceptance and notification of booth location and fees. 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. NO SHOWS without notification are barred from any further participation.

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

DO NOT MAIL ANYTHING TO THE HIGH SCHOOL! For information, call: Cathy Barbic (775)882-8109 or email me at: barbiecathy55@gmail.com

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. If I don't have a taxation account, I'll include my taxes with this form – payable to the Department of Taxation. If I have an account, the number of that account will be on the form.
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) as well as any requests from the school concerning unloading and parking.

Carson High Holiday Craft Fair 2023

LARGE GYM										
10X10										
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						
10X10						
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

