



# Damonte Ranch High School

10500 Rio Wrangler Parkway, Reno, NV 89521  
 8th Annual Band Boosters Craft Fair  
 Saturday, December 2, 2017  
 10 am – 4 pm  
**BOOTH APPLICATION**



**Name:** \_\_\_\_\_

**Business Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Home phone:** \_\_\_\_\_ **Cell phone:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Website:** \_\_\_\_\_

**Product Category (check all that apply)**

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li><input type="radio"/> Books</li> <li><input type="radio"/> Candles</li> <li><input type="radio"/> Children's Items</li> <li><input type="radio"/> Clothing</li> <li><input type="radio"/> Crocheted Items</li> <li><input type="radio"/> Fleece/Fabric/Quilts</li> <li><input type="radio"/> Food</li> <li><input type="radio"/> Glass</li> </ul> | <ul style="list-style-type: none"> <li><input type="radio"/> Holiday/Christmas</li> <li><input type="radio"/> Home Based Business (Avon, Scentsy, etc)</li> <li><input type="radio"/> Jewelry</li> <li><input type="radio"/> Photography</li> <li><input type="radio"/> Scrapbooking</li> <li><input type="radio"/> Soap</li> <li><input type="radio"/> Wood</li> <li><input type="radio"/> Other _____</li> </ul> |
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**Product Description**

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<b># of Booths:</b> _____ @ \$40 each    \$ _____ <b>After November 1</b> @ \$50 each    \$ _____ <b>Electricity per booth</b> @ \$10 each    \$ _____ (optional, subject to availability) <p style="text-align: right;"><b>Total due:</b>    \$ _____</p>	<p style="text-align: center;"><b>Booth Number Preference</b></p> <p style="text-align: center;">_____    _____    _____          1st                      2nd                      3rd</p> <p style="text-align: center;"><b>Other Booth Requests</b></p> <p>_____</p> <p>_____</p>
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**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: #** \_\_\_\_\_



**8<sup>th</sup> Annual Band Boosters Craft Fair**  
**10500 Rio Wrangler Parkway**  
**Reno, NV 89521**  
**Saturday, December 2, 2017**

**Participant Name:** \_\_\_\_\_

**Business Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Alternate Phone:** \_\_\_\_\_

**HOLD HARMLESS AGREEMENT:**

**Exhibitor agrees to save Washoe County School District harmless from all claims or suits for losses, liabilities, injuries, or other detriments which may be made against the County or its employees based on any intentional or negligent act or omission by the exhibitor as result of participation in the Damonte Ranch H.S. Band Boosters Craft Fair being held at Damonte Ranch High School at 10500 Rio Wrangler Parkway, Reno, NV 89521.**

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
Date

**Dear Vendor,**

Thank you for your interest in participating in the DRHS Craft Fair. Please read the following information, fill out the enclosed application and mail to:

**Heather Chavez  
Damonte Ranch High School Craft Fair  
P.O. Box 19934  
Reno, NV 89511**

**Make checks payable to: Damonte Ranch High School Band**

You will be notified by email as soon as your application is received and processed. Incomplete applications will not be processed until all of the necessary paperwork has been received. If your application is not accepted, your check will be returned to you. Feel free to contact us if you do not hear from us in a timely manner.

**Vendor Information:**

Event Location: **Damonte Ranch High School, 10500 Rio Wrangler Parkway, Reno**  
Set up times: **Friday, 5:00 pm – 7:00 pm & Saturday, 8:00 am – 10:00 am**  
Event Date: **Saturday, December 2, 2017**  
Time: **10am – 4pm**  
Fees: \$40.00 per booth (\$50.00 for applications postmarked after Nov. 1)  
Electricity per booth \$10.00 extra (optional, subject to availability)  
One donated item (\$25 minimum value) **per booth** for the Band Boosters Raffle  
**(Returned checks will be assessed a \$25.00 fee)**

- Exhibitors will provide their own booth set up (tables, chairs, electrical cords, etc.)
- Booth space will be assigned on a first come, first served basis (earliest post mark)
- Booths marked with an “E” have electricity availability, and will be charged the electricity fee, even if the vendor does not use it
- We reserve the right on final booth assignment
- A limited amount of booths will be available for Home Based Businesses on a first come, first served basis (e.g. Avon, Mary Kay, Pampered Chef, Scentsy, etc.)
- All tables must have table coverings
- Food items must be packed and labeled (samples may be served with approved valid health cert.)
- Food items may not include drinks or snacks sold by our concessions
- All exhibitors are responsible for sales tax on items sold (8.265% rate, subject to change)
- NV Department of Taxation “ONE TIME SALES TAX RETURN” form will be issued to all vendors
- Tax Forms **must be turned in** to Heather Chavez **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 (this is in no means a complete list)
- Exhibitors must remain **open** until the end of the event (No tear-downs prior to 4 pm)
- 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 Heather Chavez by November 1, 2017 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. Please call if you cannot make it.
- Booth assignments and set-up instructions will be sent to you prior to the event
- We are not responsible for loss, theft or damage of any items at the show
- **Craft Fair staff or students cannot “watch” booths for vendors at any time due to liability issues**
- WiFi is not available. Vendors are responsible for their own internet usage and charges

**For more information contact: Heather Chavez, 775-343-6573, email: [hrchavez8@aol.com](mailto:hrchavez8@aol.com)**



**HIGH SCHOOL BAND**

**Annual Band Boosters Craft Fair  
10500 Rio Wrangler Parkway  
Reno, NV 89521  
Saturday, December 2, 2017**

\*\*\* Booths marked with an "E" have electricity availability, and will be charged the \$10 electricity fee, even if the vendor does not use it. \*\*\*

