



# Damonte Ranch High School

10500 Rio Wrangler Parkway, Reno, NV 89521  
 6th Annual Band Boosters Craft Fair  
 Saturday, December 6, 2014  
 10 am – 4 pm  
**BOOTH APPLICATION**



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

**Company 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"/> Art</li> <li><input type="radio"/> Candles</li> <li><input type="radio"/> Scrapbooking</li> <li><input type="radio"/> Children's Items</li> <li><input type="radio"/> Clothing</li> <li><input type="radio"/> Floral</li> <li><input type="radio"/> Food</li> <li><input type="radio"/> Glass</li> <li><input type="radio"/> Home based business (Avon, Scentsy, etc)</li> </ul> | <ul style="list-style-type: none"> <li><input type="radio"/> Books</li> <li><input type="radio"/> Metal</li> <li><input type="radio"/> Soap</li> <li><input type="radio"/> Photography</li> <li><input type="radio"/> Kitchen</li> <li><input type="radio"/> Wood</li> <li><input type="radio"/> Jewelry</li> <li><input type="radio"/> Other _____</li> </ul> |
|---|--|

***Product Description***

<p><b># of Booths:</b> _____ @ \$40 each      \$ _____</p> <p><b>After November 1</b> @ \$50 each      \$ _____</p> <p><b>Electricity per booth</b> @ \$10 each      \$ _____</p> <p>(optional, subject to availability)</p> <p style="text-align: right;"><b>Total due:</b>      \$ _____</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="3" style="text-align: center; padding: 5px;">Booth Number Preference</th></tr> <tr> <td style="text-align: center; width: 33%; padding: 5px;">_____</td><td style="text-align: center; width: 33%; padding: 5px;">_____</td><td style="text-align: center; width: 33%; padding: 5px;">_____</td></tr> <tr> <td style="text-align: center; padding: 5px;">1st</td><td style="text-align: center; padding: 5px;">2nd</td><td style="text-align: center; padding: 5px;">3rd</td></tr> <tr> <th colspan="3" style="text-align: center; padding: 5px;">Other Booth Requests</th></tr> <tr> <td colspan="3" style="padding: 5px;">_____</td></tr> <tr> <td colspan="3" style="padding: 5px;">_____</td></tr> </table>	Booth Number Preference			_____	_____	_____	1st	2nd	3rd	Other Booth Requests			_____			_____		
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_____	_____	_____																	
1st	2nd	3rd																	
Other Booth Requests																			
_____																			
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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 \$
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**##** \_\_\_\_\_

**Booth: #** \_\_\_\_\_



## **Damonte Ranch High School**

**10500 Rio Wrangler Parkway**

**Reno, NV 89521**

**Annual Band Boosters Craft Fair**

**Saturday, December 6, 2014**

**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 our Craft Fair. Please read the following information, fill out the enclosed application and mail it 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. 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 Craft Fair 10500 Rio Wrangler Parkway**  
Set up times: **Friday, 4:00 pm – 7:00 pm & Saturday, 8:00 am – 10:00 am**  
Event Date: **Saturday, December 6, 2014**  
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 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.)

We will assign booth space on a first come first served basis (earliest post mark)

We reserve the right to final booth assignment

A limited amount of booths will be available for Home Based Businesses on a first come first served basis (eg. 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 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

Exhibitors must remain open until the end of the event (No tear-down 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 Nov. 1, 2014 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 prior to the event

We will not be responsible for loss, theft or damage of any items you have brought to the show

Craft Fair staff or students cannot "watch" booths for vendors at any time due to liability issues

**For more information contact: Heather Chavez, 775-343-6573, email: [harchavez8@aol.com](mailto:harchavez8@aol.com)**

# Band Boosters Craft Fair

Damonte Ranch High School

10500 Rio Wrangler Parkway

Reno, Nevada, 89521

Courtyard

Vendor Entrance



Mustang's

