

# 2018 Conneaut High School Craft and Vendor Fair

Conneaut High School  
381 Mill Street, Conneaut, OH 44030

Dear Exhibitor:

We are excited to announce that the 2018 Fall Craft and Vendor Fair will be held on Saturday, November 3<sup>rd</sup> from 9 AM until 3 PM at Conneaut High School. This event is a fundraiser for the Freshman Class of 2022. Cost is \$25 for vendors and \$20 for crafters per space; LuLa Roe spot (4 rack/table space) is \$50. A crafter is considered as someone who hand-makes their products. Spaces will consist of an area for an **8-foot rectangular table**. **YOU MUST PROVIDE YOUR OWN TABLE**. Chairs will be provided. Extra 8-foot table spaces can be purchased for an additional fee. Spaces will be on a first-come basis. Once the spaces in the main area are filled, we will begin branching out into the hallways; LuLa Roe consultants will be in a designated area adjacent to the other crafters and vendors. Limited electrical spaces are available for an additional \$10. Please indicate on the application if you require an electrical outlet and be sure to include the additional fee with your payment. The craft show will also feature a Chinese Auction, 50/50 raffle, concession stand, and crafting activities for kids, as well as a visit from Santa Claus. We kindly ask that everyone donate a gift for the Chinese auction. Thank you in advance for your generosity. Advertising will be provided for this event, but please help spread the word. Please RSVP to the Facebook event "Conneaut High School Fall Craft and Vendor Fair." Feel free to advertise and promote your merchandise on the event page. We will be advertising in the newspaper as well sending a flyer home with each student in the district.

The application and full payment is due by October 19, 2018 (\$25 for vendor space, \$20 for crafter space, additional \$10 for electricity; \$50 LuLa Roe). **No spaces will be reserved until the application and payment are received; spaces will be on a first-come basis.** Any multiple applications for vendors will result in the first application received getting the space. Checks by multiple vendors will be voided and destroyed. Please note that any returned checks will cancel your spot until proper payment, including fees, is made. Wi-Fi will also be provided. You will receive an email once your application is received and an updated email closer to the event with further details and directions.

## **Crafter/Vendor Agreement**

### **Applicable Operating Rules For the 2018 Conneaut High School Craft and Vendor Event.**

1. Exhibitor shall keep the premises open for business during the fair hours of 9 AM-3 PM on Saturday. Exhibitors should be set up BEFORE 9:00AM Saturday.
2. Exhibitor shall keep premises and any displays in a safe, clean and proper manner.
3. Exhibitor must provide their own rectangular shaped table and coverings; table should not be larger than 8 feet.
4. Exhibitor shall be responsible for all labor needed to set up and take down displays.
5. Vendors may unload their supplies at the Jackson Street entrance or Mill Street entrance. There should be no vehicle on the grass areas at any time. The Mill Street entrance is better suited for wheeling carts/suitcases.
6. After unloading supplies, vendors are asked to park near the gymnasium entrance off Jackson Street.
7. CHS assumes no liability for exhibitors' merchandise, display, or possessions.
8. Exhibitor shall not have any flammable or combustible liquids of any type on the premises.
9. No tools or equipment will be provided; these are the responsibility of the exhibitor. Should the exhibitor desire access to an electrical outlet, the exhibitor must provide his/her own appropriate power strip and extension cord. The electrical cords should not pose a possible threat to other vendors or visitors. All cords must be secured using BLUE PAINTER'S TAPE or appropriate floor covering which will not damage the building's flooring.
10. Nothing may be attached to any fixtures inside the building.
11. No refunds will be issued if an exhibitor submits payment and is unable to attend.
12. Should a customer purchase materials from exhibitors that are to be delivered at a later date, the exhibitors are expected to act in a timely and professional manner. If the exhibitors fail to uphold this requirement, they will not be asked to return to future events.
13. If any of the rules listed above are not followed, the exhibitor may be terminated from the event. At no time should displays include profane, sexually explicit, or anything of questionable or poor taste.

\*\*\*DISCLAIMER: The Craft and Vendor Committee members representing Conneaut High School shall have full power in the interpretation and enforcement of all rules and regulations. The committee may amend or make further rules as considered necessary for the safe, productive conduct of the event. The committee reserves the right to examine the products or services exhibited to ensure consistency with the show's guidelines, plans, and procedures. The committee may also share crafter/vendor contact information for upcoming shows as well as with any customers who may want to purchase additional items or have questions about a product.

Application for the Conneaut High School 2018 Fall Craft and Vendor Fair

-Show date/time: Saturday November 3<sup>rd</sup> from 9:00AM-3:00PM.

-Set up begins at 5:00PM-8:00PM on Friday, November 2<sup>nd</sup> or 7:00AM on Saturday, November 3<sup>rd</sup>.

-Tear down: 3 PM; must be completed by 4:30 PM

**\*\*Be advised that you may not be invited to the next event if you tear down early or do not show for the event. Your money will NOT be refunded if you do not show or cannot attend.**

**Instructions:** Please complete all information (please print clearly) on the application and return with full payment.

**Make checks payable to: Conneaut High School**

**Mail checks and applications to:**

**Conneaut High School  
c/o Kari McKinley  
381 Mill Street  
Conneaut, OH 44030**

**For questions call/text: Kari McKinley 440-813-5245 or Email: [kari3@hotmail.com](mailto:kari3@hotmail.com)**

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Please check type of space(s):

**\*Vendor Space \$25 [a space is equal to a rectangular 8-foot table]**

\_\_\_\_\_ number of vendor spaces needed (\$25/space)

**\*Crafter (hand-made items only) Space \$20 [a space is equal to a rectangular 8-foot table]**

\_\_\_\_\_ number of crafter spaces needed (\$20/space)

\* \_\_\_\_\_ Yes, electricity needed for an additional \$10

**\*Lula Roe consultant [space equal to 4 racks/tables]**

\_\_\_\_\_ number of LuLa Roe spaces needed (\$50/space)

**PLEASE PRINT CLEARLY:**

**Vendor/Crafter Business Name:** \_\_\_\_\_

**\*What type of products will you be displaying and selling at the show? Please list:**

\_\_\_\_\_  
\_\_\_\_\_

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

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

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

Enclosed is payment for the Conneaut High School craft show. I agree to abide by all rules and regulations as listed. I understand spaces are on a first-come basis and that I will be notified when my application and payment have been made and accepted. Returned checks will result in canceled space(s) until fees and original payment is made. I understand that if I cannot attend, my payment will not be returned even if I give notice prior to the event. I also understand that I am asked to donate an item for the Chinese Auction.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*We sincerely appreciate your donated item(s) for the raffle, which will further support our school.\*\***

For office use only: Date received: \_\_\_\_\_ Check number/amount: \_\_\_\_\_

Holiday  
**Craft**   
& Vendor  
**Fair**

**NOVEMBER 3<sup>rd</sup> 9:00AM-3:00PM**

**Conneaut High School**

**381 Mill Street**

**Conneaut, OH 44030**

**\$1 admission**

**\*Students and children are free.\***

**The event includes: free crafts for kids, a visit from Santa Claus, concessions, a 50/50 Raffle, and a Chinese Auction (winners drawn at 2:00).**

**Interested crafters and vendors should contact Kari McKinley at [kari3@hotmail.com](mailto:kari3@hotmail.com) or download an application at: <http://www.cacsk12.org/1/Forms>**

