



Eureka High School Bands Holiday Craft Fair
Saturday, November 7, 2009
Exhibitor's Application

Please Print:

Exhibitor's Name _____ Phone Number: (____) _____

Business Name (if applicable) _____ E-Mail Address: _____

Street Address _____

City _____ State _____ Zip _____

Number of spaces requested: _____ spaces @ \$60 each = \$ _____

Each space approximately 8' x 8' and is allocated on a first-come, first-served basis.

Special Requests (please check where applicable):

- Electricity Needed (\$10) Additional Charge: \$ _____
- Wall Space (provided as available)
- End Space (provided as available)
- Other Special Requests (specify) _____

Paid _____ Date _____
Cash _____ Ck# _____
Info Ltr _____
Final Mailing _____
Booth _____

Requests for same space will be considered but cannot be guaranteed

TOTAL: \$ _____

Brief description of your merchandise (must include a color photo of your work): _____

To apply, send:

- Completed application form
- Check made payable to "Eureka High School Bands"
- Self-addressed, stamped business-size envelope
- Your business card, if you have one
- **Photograph of your merchandise (to assist with booth placement)**

Applications without photo, payment, or stamped, self-addressed envelope will not be processed.

Mailing Address: Eureka High School Craft Fair, P.O. Box 64, Eureka, MO 63025

APPLICATION DEADLINE: Monday, October 19, 2009

If this is your first year, how did you hear about our show? _____

This notice does not constitute an offer, but requests interested persons to submit an application to participate in the Craft Fair. Please allow three weeks for response. All applications will be acknowledged. Accepted applicants will be sent an information request letter in October with a final mailing 7 – 10 days before the event. Photographs **are not** returnable. We reserve the right to reject any application submitted.



Eureka High School Bands Holiday Craft Fair 829 Highway 109, Eureka, MO 63025

**Saturday, November 7, 2009
9 a.m. – 4 p.m.**

Set-Up Times: Friday, November 6, TBA
Saturday, November 7, 6:30 am – 8:30 am
Space Rental: \$60 for each 8' x 8' space, \$10 for electricity
Open to anyone who makes or sells a handmade craft.
Distributors and vendors are not accepted.

General Information:

- Rental fee includes one 8' x 8' space and one chair. No tables will be provided.
- Breakfast and lunch items will be available for purchase.
- Electricity will be available for an additional charge of \$10.
- Special requests on the application form will be filled if possible.
- No concessions may be sold by exhibitors except pre-approved novelty or specialty food items.
- No sales of alcohol, firearms, or animals are allowed.
- No raffles, games of chance, or gambling are permitted.
- No open flames are allowed.
- To maintain a high quality arts and crafts fair, sales of general merchandise or mass-marketed items are not permitted.
- Eureka High School accepts no responsibility for lost or stolen items, accidents, or damages.
- Eureka High School is a smoke-free campus. Smoking will not be permitted.
- **Deadline for all applications is October 19, 2009. No refunds will be given after October 1, 2009.**

Exhibitor Identification:

- All exhibitors will be issued identification tags. Tags must be displayed to enter the building for set up and must be worn at all times during the Craft Fair.

Exhibitor's Responsibilities:

- Only merchandise listed on the application form may be displayed.
- Exhibitors may not play music at their booths.
- "Close-out" or "sale" items are not permitted.
- All exhibitors are responsible for setting up and dismantling their displays.
- Exhibitors are required to cover tables to the floor on all sides and keep packing material out of sight.
- All spaces must be cleared at the end of the day.
- Children brought by exhibitors must be strictly supervised.
- Booths must remain open until 4 p.m.
- Exhibitors are responsible for collecting taxes on their merchandise and reporting to the State.
- Exhibitors may not sublet or sell booths.

Inquiries: Mary Roberds, Phone: 636-527-8917, E-mail: Roberds@finertouch.com or
John Arata, Band Director, Eureka High School, P.O. Box 64, Eureka, MO 63025
Phone: (636) 938-2400, Ext. 2420, FAX: (636) 938-2411, E-Mail: aratajohn@rockwood.k12.mo.us