

THE TIGER BAND 27th ANNUAL ART AND CRAFT FAIR

Proudly Sponsored by the Edwardsville Tiger Band Boosters

2019 Registration

The 2019 Edwardsville Arts and Crafts Fair will be held in the Edwardsville High School on:

Saturday, November 9, 2019 9:00 AM to 4:00 PM
 Sunday, November 10, 2019 **NEW!!** 10:00 AM to 4:00 PM (*Removal of merchandise must be completed by 6:00 p.m. on Sunday*)

Setup may begin:

Friday, November 8, 2019 8:00 PM to 10:00 PM
 Saturday, November 9, 2019 6:30 AM to 8:30 AM
 Sunday, November 10, 2019 8:30 AM to 10:00 AM

To apply, please complete the following information:

Name: _____ Business Name: _____

IL Sales Tax ID # (if you have one) _____

Street: _____ City: _____ State: _____ ZIP: _____

Phone: _____ Email Address: _____

I would like to receive my confirmation letter via email (please make sure to complete email field above) - YES

Category: Beauty__ Décor__ Fashion__ Food__ Holiday__ Jewelry__ Paper__ Pets__ Textile__ Woodcraft__

Art or Craft (be specific): _____

Space Requested: Single (\$80)_____ Double (\$155)_____ Triple (\$230)_____ \$ _____

Check Desire: Hall spaces 12' Wide X 4' Deep Lobby/Commons/Gym 9' Wide X 8' Deep

Tables Requested (\$10 each): # of 6 foot _____ and/or # of 8 foot _____ \$ _____

Electricity for hall or limited gym spaces (\$10 1st booth; \$5 each addt'l booth): _____ (# of booths) \$ _____

TOTAL AMOUNT ENCLOSED: (MAKE CHECKS PAYABLE TO: EHS BAND BOOSTERS) \$ _____

Please sign the contract on the back page. It will not be processed until it is signed. Thank you.

RETURN: Registration/Signed contract, appropriate fees, 2-3 updated photos & self-addressed stamped envelope (4"x9")

Your booth number and location will be determined by the spaces we have available at the time your contract and payment is received. **For Returning Crafters:** We will reserve a space in the 2019 show for you until **February 1**. If we do not have a completed contract and full payment by that date, you will lose your reservation and your space will be filled from our waiting list.

Check here if you would like your same location. **We will make every effort to honor your request.** Booth Number _____

Check here if you desire a change. Preference will be given based on when your contract and full payment was received, and to those crafters who have been in our show the longest consecutive years.

New preference: 1st Choice: _____ 2nd Choice: _____

Deadline for pre-registration is **February 1, 2019**. Receipt of your cancelled check will be approval of your craft. Written confirmation will follow approximately 2 weeks prior to the Craft Fair with your booth number, location, and other information in a packet for the **2019** Craft Show. QUESTIONS? Send email to edwardsvillecraftfair@gmail.com or call the CRAFT FAIR HOTLINE at (618) 655-6097 between 7:30 a.m. & 4:30 p.m. Monday thru Friday.

Mail to:

EHS Craft Fair
Attn: Chairperson
PO Box 7
Edwardsville, IL 62025

Signed Contract	
Appropriate Fees	
2 or 3 photos	
Envelope	
Email	
Accepted By:	

Date Paid	
Check #	
Amount	
Cash	
Booth #	
Date Recvd	

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2019 CONTRACT

1. This agreement shall be for a period of two days:

Saturday,	November 9, 2019	9:00 AM to 4:00 PM
Sunday,	November 10, 2019	10:00 AM to 4:00 PM (NEW HOURS FOR 2019)

Setup may begin:

Friday,	November 8, 2019	8:00 PM to 10:00 PM*
Saturday,	November 9, 2019	6:30 AM to 8:30 AM*
Sunday,	November 10, 2019	8:30 AM to 10:00 AM

*student helpers available to help transport booth materials and wares to/from your vehicle

2. Rental per space for two days shall be \$80.00. **No deposits will be accepted**, payment must be made in full to receive rental space. Tables are available at an additional \$10.00 per table and electricity for \$10 per booth (\$5 for each additional booth space). **No one day rentals. No applications will be accepted without 2 or 3 clear and uncluttered photos.**
3. **All merchandise must be hand-crafted by the seller. Vendors must attest to making all or a major part (over 50%) of each item presented at our fair and selling only their crafts. Resale of any purchased material is strictly prohibited. No "garage sale" or "flea market" items are allowed. Vendors may not offer food or drinks for sale that compete with our cafeteria & bake sale items. The Craft Fair committee reserves the right to remove any item deemed objectionable, unacceptable or undesirable for any reason. The Craft Fair committee reserves the right to reject crafts that are not at the level of quality that the Craft Fair committee deems suitable. All proceeds from craft sales go to the individual vendor.**
4. The Craft Fair Committee reserves the right to assign your booth space. In the event a vendor can't occupy their spaces on the days of the craft fair, the Committee reserves the right to have those spaces occupied by other vendors for that year. The Committee reserves the right to remove and/or deny future application to any vendor who exhibits improper behavior toward craft fair staff, students, patrons, and/or other crafters. We reserve the right to return your fee, pictures and application if your craft has been deemed unacceptable. All return checks will be accessed a \$25.00 NSF fee.
5. Neither the Edwardsville High School nor the EHS Band Boosters will be liable for any damages or injury to persons or property, sustained by conditions or activities on the school premises.
6. Vendors are responsible for protecting their property and merchandise from damage or loss. Someone must be present at your display during published craft fair hours. Our volunteers will be happy to "sit" in your booth if you need a quick break. Security for the school interior including booth displays will be provided on Friday and Saturday night.
7. Neither the Edwardsville High School or the EHS Band Boosters accept any responsibility regarding changes to the school facility that could affect the fair, such as physical damage, construction change, or administrative decisions.
8. **Smoking**, weapons, alcoholic beverages or pets are strictly prohibited on school grounds at any time. This includes parking lots.
9. You must bring your own booth equipment, including tables (unless you ordered tables from us). No nails, screws, or staples may be put in the walls or floor. All booths must be safely constructed and not constitute a hazard. You may not demonstrate products in any aisle, corridor, or walkway. All tables must be covered with floor length cloth with no boxes or supplies showing. Candle burning not allowed. **40 watt light bulbs only.**
10. **Tear down begins at 4:00 PM on Sunday – no early tear down is allowed.** Crafters may not move their vehicles into position until after this time. **Crafters must be out of the school by 6:00 PM.** The crafter shall be responsible for removing all merchandise and/or goods, leaving leased space in a neat and clean condition. Student helpers will be available to help transport your booth materials and wares back to your vehicle.
11. Collection, reporting, and payment of Illinois State Sales Tax is solely the responsibility of the vendor. The school administration and the Craft Fair Committee accept no responsibility for sales tax collection.
12. **REFUND POLICY**
1. **If you must cancel from our show, notify us in writing prior to October 1, and we will refund all your fees.**
 2. **No refunds will be made after October 1. There are no exceptions to this rule.**
 3. **You cannot transfer your space to another crafter.**
 4. **If you have not arrived by 8:00 AM on Saturday morning and have not contacted us, you will forfeit your booth and all fees you have paid. You will also be eliminated from future participation in our show.**

I have enclosed my payment and agree to abide by the Craft Fair rules that are stated on this contract.

Signature of Vendor _____ Date _____