

***La Salle High School
2018***

Holiday Craft Fair

***Saturday, November 24, 2018
9:30 a.m. – 2:30 p.m.***

Sponsored By

The La Salle Parent Council

For more information contact us at: www.lasallecraftfair@gmail.com

All proceeds benefit La Salle students

La Salle High School
2018 Arts and Crafts Fair
3091 North Bend Road

Saturday, November 24, 2018 from 9:30 a.m. until 2:30 p.m.

Booth Size and Location: Booths will be 10'x10' (cafeteria, gym and media center), and 15' x 5', 15'x 4'8" or 15'x4'5" (hallways). Due to fire safety regulations, booth sizes may vary. Please indicate your preferred area(s) on the enclosed application form. **Space requests cannot be guaranteed; however, efforts will be made to accommodate them.**

Cost: \$50.00 per booth space for Hallway locations and \$55.00 per booth space for Gym, Cafeteria and media center locations. Availability of multiple booths will be limited and not guaranteed. **All applications must be received by May 27, 2018.** Crafters will be notified no later than **July 15, 2018** if they were accepted into the show. Full booth payment must be postmarked no later than **August 12, 2018.** **If payment is not postmarked by August 12, 2018 space can no longer be guaranteed.**

Refunds: No refunds will be issued after your participation has been confirmed. If you are not able to use your space, you must notify the LPC, to ensure your participation in future craft shows at La Salle High School. **You may not sublease your space.** This is imperative to maintain the integrity of our show.

La Salle Parent Council Raffle: The La Salle Parent Council (LPC) will once again hold a raffle of various craft items. We will showcase the work of crafters participating in the raffle. Our hope is that added exposure (and hopefully added sales) will be brought to crafters who participate. In exchange for a donated craft, the LPC will display your item at our raffle table located on the the second floor across from the main entrance with a sign indicating your name, booth number, and location so that shoppers can readily find your booth. **We are requiring that all crafters donate an item(s) with at least a \$25 retail value.** A representative from the craft show committee will be stopping by to pick up your item(s) no later than 9:30am. A tax donation letter will be provided to you at that time.

Set-Up Times: Set-up will begin no earlier than 6:45 a.m. on the day of the show.

Participation Rules

- 1) **All applicants will be required to send three photographs of your work with application. You must also enclose a photograph of your booth which shows a complete representation of your work. All photographs must be labeled with your name and craft. No emails of digital photographs will be accepted. Photographs printed on standard copy paper are highly discouraged. Photographs will not be returned. Applicants are requested to write a short (50 words or less) description of your craft. This should include your medium and your process.**
 - 2) Tables and chairs are not included with the cost of the booth. However, we will provide a table and two chairs at an additional cost of \$10.00. If you need electricity we will make every effort to place you in or near a booth with access. An additional cost of \$10.00 will be charged for electricity. No daisy chains of extension cords are permitted based on Ohio Fire Code regulations.
 - 3) Participants are responsible for the set-up, take-down and clean-up of their area. Please do not take-down or leave before the conclusion of the show at 2:30 p.m. If there is an emergency which prevents you from staying until the conclusion of the show, please contact a representative at the Raffle Table, located on the second floor, before dismantling. Each exhibitor will be responsible to clean the booth space to its original condition at the conclusion of the show.
 - 4) All items must be original art or craft items and must be designed by you. **Please Note: La Salle owns the copyright to it's name and logos. The sale of merchandise bearing the La Salle High School name, Lancers, or our Logos is forbidden.** We will not accept any commercial, retail, health /cosmetic, completely prefabricated items or flea market type items. If these items are brought in, you will be asked to leave, and no refund will be given. No product may be sold in your booth which was not declared on your application and approved by the Committee. All booths will be reviewed during the fair. Crafters who do not conform to these criteria will not be invited back. The Craft Committee has the right to refuse an entry.
 - 5) Crafters will be directed to specified parking areas. There will be transportation available to get you from parking area to school. No trailers will be allowed to park in school lot during Fair hours.
 - 6) In order to meet Fire Department codes, we must provide adequate room in the aisles for shoppers.
 - 7) Booth numbers must be displayed at all times.
 - 8) **There is no smoking anywhere on the property of La Salle High School.** Additionally, there will be no burning of candles, incense or any similar substance during the show.
 - 9) **La Salle High School, as well as the Arts and Crafts Committee, will not be responsible for anything damaged or missing during the fair.** It is the responsibility of the crafters that their booths are manned at all times.
 - 10) **Previous participation does not guarantee future selection.**
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All applications must be postmarked by May 27, 2018 in order to be considered for the 2018 fair. The application and four photographs should be mailed to LPC Craft Fair at the following addresses:

La Salle High School
3091 North Bend Road
Cincinnati, OH 45239
Attn: LPC – Craft Fair

***** Applications received without photographs will not be accepted. *****

**2018 La Salle High School
LPC Craft Fair Application
Postmarked DEADLINE IS *May 27, 2018***

Please Type or Print the Information Clearly

Name _____ Home Phone () _____
Street _____ Cell Phone () _____
City _____ State _____ Zip _____
E-Mail Address _____

Number of Spaces Requested: _____ 1 Table and 2 Chairs at \$10.00 _____
Electricity at \$10.00 _____

Location Desired (Please list choices in order of preference – 1, 2, 3)

_____ Gym - \$55.00 _____ Cafeteria - \$55.00 _____ Media Center - \$55.00 Booth location in 2017 _____
_____ First Floor Hallway - \$50.00 _____ Second Floor Hallway - \$50.00 _____ Third Floor Hallway - \$50.00

Special Needs _____

Craft Description – Items must be created by you. **Please attach pictures to the application. Photos must be close-up and clearly show your work as well as your booth display. Photographs must be marked with your name.** Please use space below for a brief (50 words or less) description of your medium and process.

Raffle Table – Please remember that each crafter is required to donate an item for our raffle. A representative will be stopping by to pick it up during setup. Item(s) should have a value of at least \$25.00. A tax donation letter will be provided.

I understand that La Salle High School, the LPC, the Craft Committee, and any person acting on their behalf will not be held responsible for any item lost or damaged, or any personal injury of any kind. I also understand that all tax and legal responsibilities connected to the sale of craft items is the sole responsibility of the seller. My signature implies that I have read and agreed to all the rules and regulations listed herein.

Signature _____

Date _____

Do Not Write In This Space

Application # _____ Date Received _____ Amount Received _____ Check # _____