



St. Charles West Band


Arts, Crafts & Vendor



FAIR

SATURDAY, DECEMBER 13, 2025

9:00am - 3:00pm



260 Crafter, Artisan &
Vendor Booths

Homemade
Holiday Cookie Sale
Attendance Prizes

VISIT US @ www.scwestband.org

St. Charles West High School
3601 Droste Road
St. Charles, Missouri

2025 Booth Rental

EARLY BIRD

SPECIAL



EACH BOOTH

\$60

BEFORE April 1st

\$65

AFTER April 1st

The trusty Postman can get your registration through snow, ice and hail, but we sure can't receive it unless **YOU** put it in the mail! Returning Vendors desiring to retain their 2024 Booth Space **MUST RETURN** their Registration Form by the

October 1st
POSTMARK DEADLINE

Return your Registration Form & Payment to:

SCW Band Arts, Crafts & Vendor Fair
3601 Droste Road
St. Charles, MO 63301



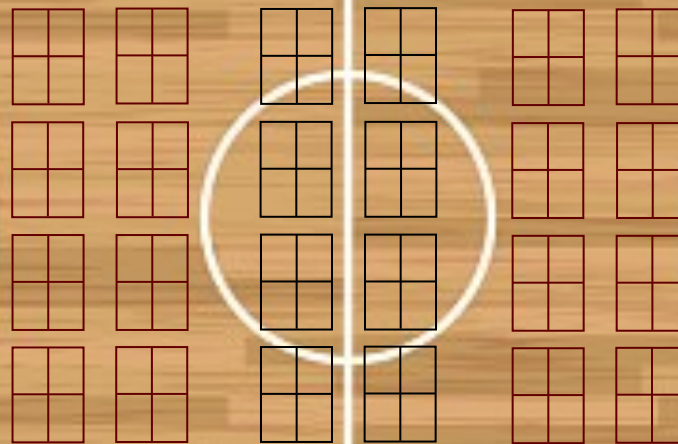
QUAD PODS

Located in the lower level Gymnasiums.
We have available a **LIMITED NUMBER** of **QUAD PODS**.

A QUAD POD

consists of 4 single booth spaces connected as a group and placed in an individual island formation.

→ Single Booth Spaces are also available in the Gymnasium. ←



QUAD PODS

ARE ONLY AVAILABLE IN THE GYMNASIUMS.
ELECTRICITY IS NOT AVAILABLE IN QUAD PODS.

All 2025 Vendors
donating an item as a
DOOR PRIZE

will have their name placed
in a drawing to win a

COMPLIMENTARY BOOTH

at the 2026

St. Charles West Band

Arts, Crafts, & Vendor Fair!



VENDOR \$7 LUNCH

A VENDOR ONLY lunch is available for \$7.

In order to assure adequate portions,

ALL VENDOR SPECIAL LUNCHES MUST BE PREORDERED AND PREPAID.

Please calculate payment on the Registration Form.

If you would like to purchase a Vendor Lunch(es), you may do so by indicating your selection below.

Please return this order and payment with your Registration Form.

Indicate the NUMBER of lunches desired in the box of the CORRESPONDING SELECTION.

Lunches will be delivered to Vendor Booths between 11:00am - 12:00pm.

Individual Vendor LUNCH 1

DELI SANDWICH

(Ham, Salami, Bologna, Cheese on French Loaf)
Assorted condiments available

Lays Potato Chips
Cookie
Bottled Water

CHEF SALAD

(Mixed Romaine, Ham, Provel Cheese, Grape Tomato, Red Onion)

OPTIONAL-Please circle: BLACK OLIVE ~ BOILED EGG ~ PEPPERONCINI

DRESSING-Please circle: BUTTERMILK RANCH ~ CREAMY ITALIAN

Baguette & Butter
Cookie
Bottled Water

Individual Vendor LUNCH 2

DELI SANDWICH

(Ham, Salami, Bologna, Cheese on French Loaf)
Assorted condiments available

Lays Potato Chips
Cookie
Bottled Water

CHEF SALAD

(Mixed Romaine, Ham, Provel Cheese, Grape Tomato, Red Onion)

OPTIONAL-Please circle: BLACK OLIVE ~ BOILED EGG ~ PEPPERONCINI

DRESSING-Please circle: BUTTERMILK RANCH ~ CREAMY ITALIAN

Baguette & Butter
Cookie
Bottled Water

NAME _____

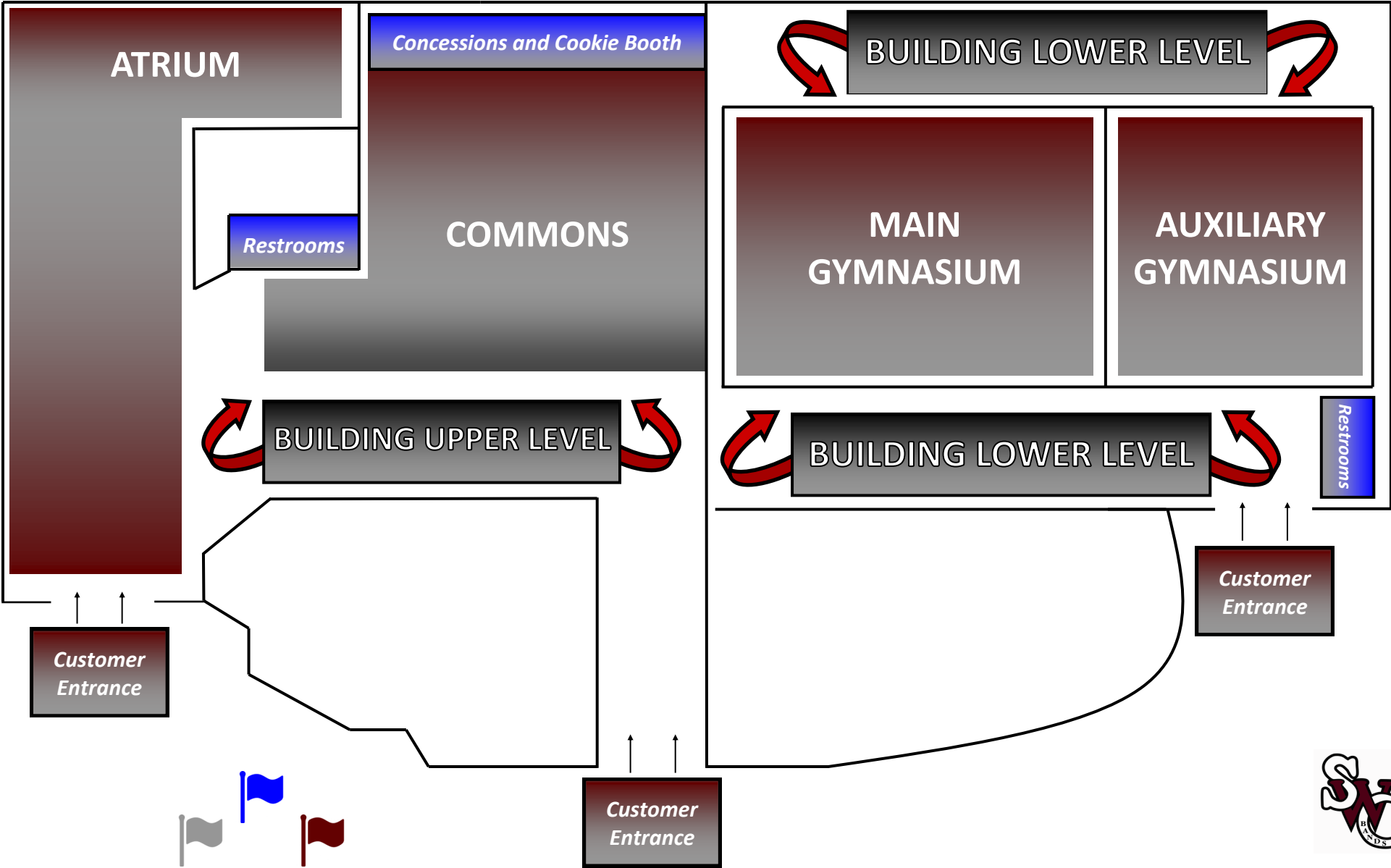
BOOTH NUMBER _____

(Please do not note Booth Number-this will be completed by Fair Coordinator)

St. Charles West Band Arts, Crafts & Vendor Fair Building Map

IF YOU ARE A 2024 RETURNING VENDOR

Please refer to the section entitled [Concerning Returning Vendors and Location Assignments](#) in the **EVENT GUIDELINE BOOKLET** for additional information.





The City of St. Charles R-VI School District

REACH.....TEACH.....EMPOWER

Greetings,

We are glad you have chosen to participate in the 39th annual St. Charles West Arts, Crafts and Vendors Fair. For many years this event has been a beloved tradition for our school and community. As we prepare for this year's event, we want to remind you of our district guidelines concerning product sales and advertisement that can be found in the "Event Guidelines" book for vendors that was combined with the application document from our website.

ADMINISTRATION

Dr. Jason T. Sefrit
Superintendent

Dr. Rodney Lewis
Associate Superintendent
of Human Resources

Dr. Earl Draper
Assistant Superintendent
Curriculum & Instruction

Mr. Jeremy Shields
Assistant Superintendent
of Operations

Mrs. Julie McClard
Executive Director of
Special Education
& Student Services

The City of St. Charles School District may control the content of advertising as allowed by law. Minimally, advertisement on district property, or at district events may not include the following.

1. Information or materials that are obscene to minors.
2. Information or materials that are libelous
3. Informational or materials that are pervasively indecent or vulgar, or contain any indecent or vulgar language.
4. Information or materials that advertise any product or service not permitted to minors by law. In Missouri, a "minor" is considered any person under the age of 18.
5. Information or materials that constitute insulting or fighting words, the very expression of which injures or harasses other people (e.g. threats of violence, defamation of character or of a person's race, religion or ethnic origin).
6. Information or materials that present a clear and present likelihood that, either because of their content or their manner of distribution, will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities or will cause the commission of unlawful acts of the violation of lawful school procedures.

BOARD OF EDUCATION

Dr. Donna Towers
C.B.M., President

Mrs. Heidi Sikma
C.B.M., Vice-President

Ms. Lori Gibson
C.B.M., Member

Mr. Daniel Hewitt
C.B.M., Member

Mrs. Karen O'Hearn
C.B.M., Member

Mr. Brian K. O'Mara
C.B.M., Member

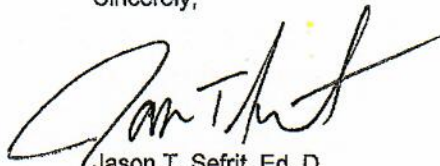
Ms. M. Ellen Zerr
C.B.M., Member

A point of emphasis for clarification as related to our event in recent years would be the sale of products that utilize recycled materials. We recognize that the use of recycled materials is a popular method of producing unique and marketable items for sale in our event. We do not discourage the sale of products made out of recycled materials, however, per our district guidelines, the displaying or selling of any products that contain labels, images or likeness of brands that are not permitted to minors by law will be strictly prohibited.

We understand that some of these products may have been permitted in the past, but after reviewing our district guidelines, we feel that going forward, it best fits our standards to prohibit the sale of these items at any event held on City of St. Charles School District Property. If you have any questions or would like further clarification, please do not hesitate to contact our Event Coordinator, Barbara Stanley-Bowlin at scwcraftfair@gmail.com or by calling 636-443-4255. We also stand ready to issue you a full refund should you wish to choose another event to participate in due to this review and decision.

Thank you for your attention to this important matter,

Sincerely,



Jason T. Sefrit, Ed. D.
Superintendent

St. Charles West Band
39th Annual

Arts, Crafts & Vendor
Fair

Saturday, December 13, 2025
9:00am - 3:00pm

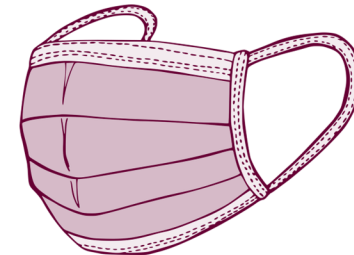
Event
Guidelines



PROTECTIVE FACE COVERINGS

are optional
for all

VENDORS & GUESTS



CONTACT INFORMATION

Coordinator: **Barbara Bowlin 636-443-4225**

Contact Email: **scwcraftfair@gmail.com**

2026

St. Charles West Band

Arts, Crafts & Vendor Fair

Saturday, December 12, 2026

9:00am - 3:00pm

Applications are available beginning

Sunday, February 01, 2026

www.scwestband.org

If you desire additional information
please contact us at
scwcraftfair@gmail.com



St. Charles West
High School
Administration

Dr. Scott Voelkl
Principal

Mr. Jack Williamson
Assistant Principal

Mr. Derec Guilstorf
Administrator Intern

Mr. Eric Schroer
Activities Director

City of St. Charles
School District
Administration

Dr. Jason Sefrit
Superintendent

Dr. Rodney Lewis
Associate Superintendent

Dr. Earl Draper
Assistant Superintendent

Mr. Jeremy Shields
Assistant Superintendent

Mrs. Ashley Jones
Assistant Superintendent

School District of the
City of St. Charles
400 N. 6th St
St. Charles, MO 63301

St. Charles West H.S.
3601 Droste Rd
St. Charles, MO 63301



Follow Us On Twitter
[@scwestbands](https://twitter.com/scwestbands)

St. Charles West Band

Ben Meyer, Director of Bands
Barbara Bowlin, Fair Coordinator
scwcraftfair@gmail.com
636-443-4225

Greetings Vendor,

The 2025 SC West Band Arts, Crafts & Vendor Fair will be held on Saturday, December 13, 2025.

We are so excited to be hosting our 39th annual Fair!

We are pleased to once again greet both vendors and patrons to one of the highlights of the holiday season. We look forward to another wonderful day filled with beautiful handcrafted gifts and artwork, as well as clever and useful items!

Our 2024 Fair was once again an event of which we were most proud. We hosted vendors in our 263 booths and welcomed nearly 1500 guests through our doors!

As we prepare for the Fair, we would like to offer a few reminders that will make the event run smoothly, as well as provide a pleasant experience for vendors and guests alike.

- **FACE COVERINGS** will be **OPTIONAL** for all vendors and patrons. Vendors will be notified if this policy is altered by the St. Charles School District.

- **Folding tables and chairs are NOT provided by the Fair. We do however offer the rental option of both of these items at the time of registration.**

We ask that tables and chairs not be moved into the booths of vendors whom have not selected and paid for this option. As an additional note, the rental of folding tables and chairs is not available on the day of the event.

- In an effort to reduce the potential damage to both our upper level, as well as both of our gymnasiums floors, all tables, chairs, stools, and small display stands must have rubber/plastic tips coverings all exposed legs. In addition, all large or heavy racks or stands must be placed on mats or carpet squares. We greatly appreciate your assistance in maintaining our event space.

- We have a limited number of carts and dollies with which to provide assistance to vendors with the load-in/load-out process. If you are unable to provide your own carts, we request your patience...our student and parent teams are happy to assist you and will do so as quickly as possible.

- We will once again be offering a Vendor Lunch at a cost of \$7 per lunch.

All lunches MUST be ORDERED and paid for at the time of Registration. Concession items will still be available for booth delivery.

Thanks you so much for your understanding and cooperation as we look forward to our 39th Annual Arts, Crafts and Vendor Fair!

Before completing the registration form, it is **ESSENTIAL** that you have read and understand the **FESTIVAL GUIDELINES**. This will enhance your experience, as well as our ability to meet your needs. The Festival Guidelines and Registration Form document are available at our website www.scwestband.org. or by contacting the Fair Coordinator.

Thank you for your continued support of the St. Charles West Band.

Sincerely,

Ben Meyer
Director of Bands

Barbara Bowlin
Fair Coordinator

www.scwestband.org
[www.scwcraftfair@gmail.com](mailto:scwcraftfair@gmail.com)

Event Guidelines

Please read ALL INFORMATION as a few changes have occurred in both the registration process and event day procedures.

Fees and Deadlines

Early Bird Registration Deadline is Postmarked: **April 01, 2025**

Single Booth Early Bird Registration Fee: \$60

Single Booth Registration Fee **after** April 01, 2025: \$65

QUAD POD Early Bird Registration Fee: \$240

QUAD POD Registration Fee **after** April 01, 2025: \$260

2024 Vendor Spaces will be held until October 01, 2025

Concerning Returning Vendors and Location Assignments

It is important to note that RETURNING 2024 vendors assigned to the Atrium, Commons, Main or Auxiliary Gymnasium will have the option to retain their location from the 2024 Fair if registration form and fees are submitted by October 01, 2025.

NO 2024 BOOTH SPACES WILL GUARANTEED AFTER THIS DATE.

After processing requests from 2024 vendors who wish to retain their same location, all other vendor registrations will be processed and assigned in the order they are received with 2024 vendors receiving priority **UNTIL** October 01, 2025. The map provided in the registration information refers to each vendor area by name. The application requests that vendors select a location preference. The order in which areas will be filled by assigning new vendors and those returning vendors who do not wish to retain the same location they held during the 2024 Fair will be based on application postmark date.

Please be advised, locations with access to electricity are limited, which may also factor into booth assignment.

Vendors, please be advised that electrical booth availability decreases as the event date draw near and enrollment grows.

ELECTRICITY IS NOT AVAILABLE in QUAD PODS.

BOOTH SPACES and RENTAL FEES are NON-TRANSFERABLE.

SCSD Board Policy

It is the intent of the district to operate a nonpublic forum and, except as allowed in this policy, advertisement is prohibited on district property. For the purposes of this policy, advertisement includes, but is not limited to, in person solicitation; signage; verbal public announcements using communication equipment; pamphlets; handouts; distribution through district technology; other distribution of information regarding products or services available or for sale; or the solicitation of information including, but not limited to, political campaigning. This policy does not prohibit speech in circumstances where it is protected by law.

General Rules

The district may control the content of advertising as allowed by law. Minimally, advertisement on district property or at district events may not include information or materials that:

1. Are illegal or obscene to minors.
2. Are libelous.
3. Are pervasively indecent or vulgar (secondary schools) or contain any indecent or vulgar language (elementary schools).
4. Advertise any product or service not permitted to minors by law.
5. Constitute insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion or ethnic origin).
6. Present a clear and present likelihood that, either because of their content or their manner of distribution, they will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities or will cause the commission of unlawful acts or the violation of lawful school procedures

Hold Harmless Statement

By registering as a vendor in the St. Charles West Band Arts, Crafts & Vendor Fair, I hereby release the St. Charles School District, St. Charles West High School, it's directors, officers, administrators, employees, and other agents from all liability for any and all injuries arising from my participation in said event. I further agree to indemnify and hold harmless the St. Charles School District, St. Charles West High School, it's directors, officers, administrators, employees, and other agents against any claims asserted by the vendor as a result of participation in this event.

Vendor assumes responsibility and holds harmless the St. Charles School District, St. Charles West High School, District directors, officers, administrators, employees, and other agents from liability regarding lost, stolen or damaged property that the vendor has brought to the event. St. Charles West directors, officers, administrators, employees, and other agents including students will not be responsible for supervision of vendor property at any point during the duration of this event.

Vendor assumes responsibility and holds harmless the St. Charles School District, St. Charles West High School, its directors, officers, administrators, employees, and other agents from liability for any and all injuries arising from products and services sold by vendor representatives participating in the 2025 St. Charles West Band Arts, Crafts & Vendor Fair.

The Board Policy of the City of St. Charles School District Board of Education governs conduct of visitors on district property. A section of Board Policy is included in your registration packet concerning criteria for appropriate products for sale in the St. Charles West Band Arts, Crafts & Vendor Fair. The full list and description of Board Policy is available online. You are encouraged to review expectations for conduct while on St. Charles School District Property including consequences for failure to comply. You may find the full Board Policy at:

www.stcharlessd.org

[Left Menu] - "District"

[Drop Down] - "Board Policies"

Related Policy: SECTION K—SCHOOL-COMMUNITY RELATIONS

Your registration submitted with payment serves as an acknowledgement of this statement.

New Product Screening Guidelines

All products whether homemade or direct sales must meet the guidelines set forth by the St. Charles School District Board of Education. Though the policy does not specify sale of products through a sponsored sales fair, our administration has confirmed that this same criteria must be met in order for a product to be sold. If you have questions or would like to verify your product please contact the Fair Coordinator.

Vendors providing a service/seeking business expansion are prohibited.

It is NOT NECESSARY for RETURNING VENDORS to submit photos if plan to sell the same product as the previous year.

Returning Vendors should however review the Board Policy concerning appropriate products and must make certain that all products align with the policy. Failure to comply will result in your removal without refund. **New Vendors or returning vendors selling a new product must submit photos.** Submissions may be via email, website, Etsy, photocopied or printed photos

All vendors must sell only the items they disclose on their registration. Homebased Direct Sales Company vendors such as Avon, 31 Bags, Tupperware, LuLaRoe, etc. are welcome, however we will only allow ONE (1) VENDOR selling these products. 2024 returning Homebase Direct Sales representatives will be given priority until October 01, 2025. After that date additional representative applications will be considered and will be accepted by earliest postmark date. **We define Homebased Direct Sales products as any product that is produced and branded by a manufacturer and sold in a non-commercial setting. It is our policy to accept Vendors who do onsite selling of tangible products ONLY. Therefore, information distribution booths are prohibited, as well as those companies that sell their product or service in a commercial setting (a clinic, studio, training facility, showroom brick and mortar store or manufacturing plant).**

The sale of all products will be at the discretion of the Fair Coordinator. Failure to disclose your commercial product or attempts to falsify your registration will result in your removal from the Fair without refund.

Booth Instructions

All Single Booth spaces measure 9 feet WIDE by 6 feet DEEP.

All items must fit into the space provided including displays and storage. Additional booth space may be purchased if desired.

We have available a limited number of QUAD PODS, A QUAD POD consists of 4 single booth spaces connected as a group and placed in an individual island formation. QUAD PODS are ONLY available in the GYMNASIUMS.

Tables/chairs are NOT INCLUDED in your booth space rental fee.

Vendors may either supply their own, or **for an additional fee tables (6 X 2.5 feet)-\$5 per table and folding chairs-\$3 per chair will be placed in your booth prior to your arrival.**

A LIMITED NUMBER of tables/chairs are available on a first come/first serve basis. All Tables must be covered on the front and both sides to the floor. **Please store all transport devices, storage containers, and personal items out of sight.**

TO REDUCE POTENTIAL DAMAGE TO FLOORS:

All table, chair, stool or small display stands must have rubber/plastic tips covering all exposed legs.

Large/heavy racks/stands must be placed on mats/carpet squares.

Your supplied **booth number sign** must be displayed on your booth. A map with coordinating numbers will be distributed to each customer as they enter the building. **On your registration form, please provide a short company or product title that we may also place on the customer map.** If a title is not provided, we will list the name of the vendor representative.

Unfortunately, there are NO GUARANTEES for electricity.

Please make certain to note on your registration if you desire electricity. All efforts will be made to accommodate individual vendor needs, however only a limited number of electrical booths will be available. Electrical booth spaces to new vendors will be assigned by earliest postmark date.

We WILL NOT provide extension cords/surge protectors.

Vendors are required to remain selling at their booth until 3:00pm.

Inclement Weather Information

If inclement weather is forecast that threatens the cancellation of the Arts and Crafts Fair, every effort will be made to notify all vendors on Friday evening. However, please understand that this may not be feasible. **For weather updates, please check www.scwestband.org the night before the event. If you do not have access to the internet, you can call 636-443-4225 for a voice recorded update.**

In the event that the Arts, Crafts & Vendor Fair is cancelled for any reason, it will be RESCHEDULED for the following Saturday, December 20, 2025. If a vendor does not choose to attend this rescheduled date, NO REFUND will be issued. If the reschedule date is cancelled, your application fee will be refunded or applied to reserve your booth for the 2026 Arts, Crafts & Vendor Fair.

Absolutely no refunds will be issued if the vendor CANCELS WITHOUT NOTIFICATION after December 01, 2025.

Booth Spaces

As stated in both the Fair Guideline Booklet and Registration Form, **booth spaces are 9 feet WIDE by 6 feet DEEP.** We ask that all vendors stay within the blue tape boundaries of their assigned booth. Please do not place shelving, racks, tables, displays, etc. outside of the 9 X 6 perimeter. This will allow for visitors, as well as neighboring vendors to have sufficient walking, entrance/exit, and aisle space.

Wi-Fi

It is recognized that many vendors have increased their use of technology in the form of cellular phone applications and devices such as The Square, VENMO, Apple Pay to complete customer transactions. Unfortunately with the wide variety of devices and providers utilized **we CANNOT provide technical assistance in this area. We will not have any School District Technology Staff Members available to assist vendors.** It is recommended that all vendors have an alternate method for money transactions.

Vendors are responsible for any tax and licensing requirements by the State of Missouri.



2025 St. Charles West Band Arts, Crafts & Vendor Fair Registration

Saturday, December 13, 2025

9:00am - 3:00pm

Prior to completing this registration, please read the Event Guidelines.

EARLY BIRD Registration Deadline-April 01, 2025



FINAL Registration Deadline-December 01, 2025

Vendor Registration

Vendor Name _____

Business/Company Title _____

Address _____

City _____ State _____ Zip _____

Best Contact Number _____ - _____ - _____

Email _____

Website (if applicable) _____

LOCATION PREFERENCE REQUEST

2024 RETURNING VENDORS: Do you desire your 2024 booth? (*must register by October 01, 2025 to guarantee*) YES NO DID NOT ATTEND

If NO or DID NOT ATTEND, please reference the VENDOR MAP to identify your booth location preference by placing the corresponding number on the line found in front of each location listed below.

#1-FIRST PREFERENCE #2-SECOND PREFERENCE #3-THIRD PREFERENCE #4-FOURTH PREFERENCE

_____ **ATRIUM** _____ **COMMONS** _____ **AUXILIARY GYMNASIUM** _____ **MAIN GYMNASIUM**

Do you require electricity? (*Spaces with electric are limited - Assigned by POSTMARK*) _____ YES _____ NO

Do you require wheelchair/assisted access for your booth? _____ YES _____ NO

Do you desire to rent a 6'x 2.5' folding table? (*\$5 fee per table payable in advance*) _____ YES _____ NO

Do you desire to rent a folding chair? (*\$3 fee per chair payable in advance*) _____ YES _____ NO

Do you desire to purchase a Vendor lunch? (*\$7 purchase price payable in advance*) _____ YES _____ NO

Do you desire a QUAD POD in the either Gymnasium to be rented for \$260 ? _____ YES _____ NO

(*\$240 before April 01, 2025*) - **NO ELECTRIC AVAILABILITY -**

Number of 9'x 6' spaces to be rented for \$65 ? (*\$60 before April 01, 2025*) 1 2 3 4

**Availability of multiple spaces will be assigned based on registration postmark.*

TOTAL REGISTRATION FEE PAYMENT (*including booth - table/chair rental - \$7 vendor lunch*) \$ _____

Please make check or money order payable to:
St. Charles West Band

Please return SIGNED registration with fee to:
SCW BAND ARTS, CRAFTS & VENDOR FAIR
St. Charles West High School
3601 Droste Road
St. Charles, MO 63301

Signature of Registering Vendor acknowledges that you have read and agree to comply with the 2025 St. Charles West Band Arts, Crafts & Vendor Fair Event Guidelines.

Signature: _____ Date: _____

Product Information and Location Request

Briefly describe the product(s) that will be sold at your booth.

*If the product(s) is made available through a homebased direct sales company,
IT IS NECESSARY TO DISCLOSE THE NAME OF THE COMPANY.*

**NEW 2025 Vendors please include product photos -
email, copied prints, or website/Facebook address where items may be viewed.**

REMINDERS

Registration Forms **WILL NOT** be accepted via email.

Registration Forms will be processed based on earliest **POSTMARK DATE**.

St. Charles West High School is a non-smoking and non-electronic smoking campus.

Due to the SCW Basketball Tournament, there is **NO FRIDAY EVENING SET UP AVAILABLE**.

DOORS OPEN AT 6:00am SATURDAY MORNING FOR BOOTH SET-UP.

We will have **SC West Band Students and Parents** available to assist with load-in/load out.

All tables, chairs, stools or small display stands **MUST have RUBBER/PLASTIC tips covering all exposed legs.**

All LARGE/HEAVY displays stands/racks **MUST be placed on MATS/CARPET SQUARES or have RUBBER tips.**

No **FEE BASED** drawings, raffles, or games of chance will be permitted.

Admittance to the Fair is free for all customers.

Coordinator: **Barbara Bowlin 636-443-4225**
Contact Email: **scwcraftfair@gmail.com**