



Thank you for your interest in becoming a vendor at our 2021 Holiday Craft Fair on Saturday, November 20, 2021, from 9 am to 4 pm. Please make sure you read and understand the Vendor Guidelines prior to filling out the application. Detailed photos of your booth space and product(s) MUST be sent to [craftfair@fcbands.org](mailto:craftfair@fcbands.org) immediately following the submission of your application.

### VENDOR GUIDELINES

- Booth rental is \$65.00, which includes a 10' x 10' or 6' x 16' space, and either a 6' or 8' table and 2 chairs if requested. A maximum of 2 booths per vendor will be allowed. Applications and photos are due by August 15, 2021. Full payment is due before the show and within 30 days of acceptance. All payments must be made online via the provided link. Checks or cash will not be accepted. Vendors may be accepted up to show time if booth space is available, but booth space is not guaranteed. Registrations after August 15, 2021 will be \$70.00. Booth space is limited, so early registration is strongly advised. Vendors may request 1 additional table per booth at a cost of \$10 each. Additional tables must be requested at the time of registration. Vendors may use their own tables and display equipment in addition to those provided. No tents permitted.
- Wi-fi access will be provided. Please see Craft Fair Coordinator the day of the event for password.
- Electrical service is available at an additional cost of \$10 per booth space. It must be requested at the time of registration.
- Because this is a juried show, all vendors must submit photos and/or samples of products to be sold at the time of registration. Include a minimum of 2 high quality photos of your booth space and 4 high quality photos of your products. The Craft Fair Committee will determine, based on the photos and/or samples provided, the quality, uniqueness, and appropriateness of the product. Notifications of acceptance will be sent out as vendors are approved. Submission of these photos also authorizes the Craft Fair Committee to use these photos for event day promotions.
- No direct sales (Scentsy, Pampered Chef, 31, etc.) vendors will be accepted. All items must be handmade or hand embellished.
- Advertising for the event may include but is not limited to advertising in local print media, posting on township school websites, social media postings via Facebook, Instagram and Twitter, advertising in school newsletters, yard signs and day of event signage.
- Set-up time will be available from 6:00-8:00 pm Friday, November 19, 2021, if needed. Save perishables for event day set up.
- Vendor check-in will be from 6:00-8:30 am on Saturday, November 20, 2021. Any vendor not checked in by 8:30 am will forfeit booth, and no refunds will be allowed.
- Each booth must always have a responsible operator and vendors must remain for the entire duration of the craft fair. No early loadouts. Volunteers will be available to provide vendors with short breaks, as necessary.
- No refunds will be given unless we are required to cancel the fair due to an unforeseen circumstance like a new Coronavirus outbreak. In that case you will be given as much notice as possible and we will refund the money as quickly as possible. Vendors shall not rent out his/her assigned space, nor transfer their rights and obligations under this agreement.
- Vendors agree to only sell or distribute products that are appropriate for students to view.
- Vendors selling or serving food must have required permits from the health department.
- Vendors may not sell or distribute products that may cause a disruption to the event.
- Vendors may not sell or distribute products that is libelous, invades the privacy of others, or infringes on a copyright.
- Each participant will be responsible for cleaning up their own space at the end of the show.
- All displays must be maintained within your designated area and cannot extend into walking aisleways or neighboring booth spaces.
- Vendor is responsible for booth space set up. Nothing is to be taped, tacked, or otherwise fastened to the walls, ceiling, or floors. Excess product must be stored and covered under tables. All tables should be skirted to floor length.
- Vendor is responsible for all monetary exchanges associated with its merchandise, including but not limited to the collection and payment of taxes associated with all merchandise sales as required by Indiana law. Vendor must provide their own insurance.
- Vendor shall indemnify and hold harmless the Franklin Central High School, FC Bands and Band Boosters, Craft Fair committee, its employees and agents against all loss, damage, and expense, including attorney fees, that they may sustain or become liable for on account of injury to or death of persons, or damage to or destruction of property arising out of the actions or omissions of Vendor, its subcontractors, or individuals working or volunteering on Vendor's behalf at the Event.
- Vendor and their associates and children display and attend at their own risk and children must be accompanied by an adult and always supervised.
- Vendor certifies that it shall conduct its activities at the Event in full compliance with all applicable laws. Franklin Central Marching Band Boosters and Franklin Central High School may remove any Vendor from Event if Vendor, Vendor's subcontractors, or anyone working for or volunteering on behalf of Vendor violates this agreement.
- FC Bands Committee reserves the right to award booth space to other FC committees, charities, and fundraising efforts.
- The Craft Fair Committee is accepting donations valued at \$50 or more for our take a chance raffle. If you would like to make a donation, please send a picture of your donation and value to [craftfair@fcbands.org](mailto:craftfair@fcbands.org). All donations are appreciated and benefit Franklin Central Bands.

