

GLEN BURNIE HIGH SCHOOL WINTER CRAFT FAIR

Saturday, 1 December 2018

9:00 am - 3:00 PM

Registration Form

Registration fee: \$60 per space

(Please Print)

Name _____

Business Name _____

Address: _____

City: _____ State: _____ Zip code: _____

Phone Number(s) _____

Email _____

Tax # , if you have one _____

Detailed description of handmade craft item(s): _____

Space and Table Requests

_____ # of spaces needed (see General Info note below**)

_____ 6ft. long table add \$12 rental per table

_____ Electrical Outlet request (not guaranteed)

I am a previous crafter and would prefer my original booth space # _____. (Please note, requests are **NOT** guaranteed but we will make every effort to accommodate our returning crafters.)

____ I will begin setting up on Friday night (5pm-7pm)

Any other special request _____

Please submit a \$60 registration fee per booth to reserve your space. This event will sell out FAST so reserve your space NOW. After processing you will receive a confirmation letter. Shortly before the craft fair you'll be assigned a space.

Please make all checks payable to: **GBHS Band Parents Association**

Mail completed registration and payment to **GBHS Band Parents Association, PO Box 1811, Glen Burnie, Maryland 21060**

Contact the chairperson at gbhscraftfair@hotmail.com with any questions or comments. See our website for more info: www.gbhsmusic.org/craftfairs.htm .

I acknowledge that my registration fee is refundable up to two months before the craft fair date and that the craft I am selling is hand made.

Signature: _____

Date: _____

For official use only

Space Assigned for 2018 _____ Check # and amount _____ Date _____

GLEN BURNIE HIGH SCHOOL WINTER CRAFT FAIR
SATURDAY, 1 December 2018
9:00am – 3:00 pm

GENERAL INFORMATION

SHOW HOURS: Advertised show hours will be from 9am to 3pm.

SET-UP: Set-up time on Friday evening is available from 5 -7pm. The school will be open at 6:30am on Saturday for set-up. Unloading time at the front of the school should be short for the convenience of all the crafters and completed no later than 8 a.m. If a space is vacant at 8 a.m. and you have not contacted us to let us know you are running late, we reserve the right to give that space to someone else and you will forfeit your registration fee. Please have displays ready by 8:30am.

EXHIBITOR PARKING: Crafters may unload in front of the school or inside the fence at several entrances. After unloading, please park in the area behind the school as well as the parking lots farthest from the school to allow for more spaces for YOUR patrons. A volunteer will be stationed at the entrance to manage parking within the fence.

SPACE RENTAL: Spaces (Size 8' x 8') are available for **\$60** registration fee. **Previous crafters can request no more than the number of spaces they have had before, new crafters are limited to one space. In addition to the space, the GBHS Craft Fair will provide: event advertising, promotion, and publicity covering the show. 6 foot tables can be requested for an additional \$12. There is a \$15.00 fee for returned checks.

ELECTRICITY: Limited spaces with electricity are available. You must provide your own extension cords. If for any reason the cord will cross an aisle, it must be taped to the floor using painter's tape and covered completely. All tape must be removed at the end of the craft fair by the vendor.

CRAFTS: We request that all items be **HANDMADE by our exhibitors**. If the show is NOT a sellout registration may be opened up to a very limited number of commercial sales, i.e., Tupperware, Pampered Chef, Tastefully Simple, etc. and will be limited to one vendor per company. We reserve the right to select all vendors and types of items sold at the fair. **No used, resale or consignment items may be sold on our premises**. All items must be new and in good condition. We reserve the right to limit the number of spaces for any particular craft.

FOOD: Refreshments will be on sale throughout the day in the school cafeteria. GBHS student volunteers will provide food order forms in the morning for crafters wishing to purchase lunch. Students will then deliver orders **close to** the appointed time to crafters. Complimentary coffee will be provided for crafters until 8:00am.

BUILDING REGULATIONS: NO smoking or alcoholic beverages will be permitted.

COURTESY: Crafters **MUST** stay within their designated space markers. Small children must be attended at all times, for their safety, as well as out of respect for the property of other exhibitors. Exhibitors are responsible for cleaning and disposal of all trash from their area.

CANCELLATIONS: The \$60 space rental is refundable up to 2 months prior to the craft fair. If the craft fair is cancelled because of severe weather on Nov 31st /Dec 1st it will not rescheduled. The registration fee will be refunded minus \$5 per space to cover expenses incurred by the Band Parents Association.

STUDENT WORKERS: Students from our music department volunteer to assist our crafters before, during, and after the event. Please advise an adult volunteer if you would like assistance from our student volunteers. They are available to assist crafters' setup on Friday evening and Saturday morning, deliver lunch orders, run small errands during the event, and assist crafters in loading vehicles at the end of the event at 3pm. If at any time there is an issue with any of our student volunteers, please immediately contact a committee member. Student volunteers are permitted to accept tips or small tokens of appreciation from our crafters for their hard work.

ADDRESS: Glen Burnie High School-7550 Baltimore Annapolis Blvd, Glen Burnie, MD 21060