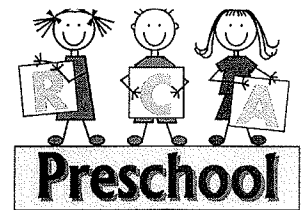




Requirements and Guidelines for Fall Craft Fair 2012
Rowlett Christian Academy Preschool
Saturday, October 27, 2012



Application deadline is October 15 2012. Money is due at the time that the application is turned in.

- All spots will be 10'x10' and are \$25.00 each (no refunds). No rain dates. We will make EVERY EFFORT to continue the craft fair as long as it is not absolutely pouring rain.
- Electricity is available for \$10.00 extra
- Tables can be rented for \$5.00 each as well as 10' x 10' canopies available to rent for \$10.00 (First come, first serve basis) Items are expected to be returned in good condition.
- All booths must display their items under a clean canopy/tent, either provided by them or rented. Weights/Tent Stakes are also essential. The Craft Fair will be on grass, so stakes would work easily.
- Occupant of the booth must be present at their booth the entire time of the fair (from (9:00am-3:00pm). You may not "pack up" your booth until the 3:00pm breakdown time.
- Set up will begin at 7:30am and each booth must be set up by 9:00am.
- Due to parking space, you will need to be able to unload your items then move your vehicle to the REAR of the parking area or carry your items (a dolly is recommended) to your assigned spot. All vendor vehicles must be parked at the rear of the parking area by 8:15am.
- Administrators of the Fall Craft Fair reserve the right to turn away an applicant, dependant upon the type of items offered and the number of applicants already signed up who sell those types of items. Only one representative from a major brand may exhibit their items. If someone selling your brand has already signed up, your application will not be accepted- this includes brand names (such as, but not limited to) Pampered Chef, Scentsy, ThirtyOne, Tupperware, etc.
- Booth spots will be assigned on a "first come, first serve" basis.
- RCA Preschool provides only the spot- All other items must be provided by the applicant, unless rented from RCA Preschool.
- Vendors are responsible for fully breaking down their area, turning in any rented items and cleaning up any trash, etc. created by their booth. Please bring your own trash bags, etc.
- RCA Preschool is not responsible for any damage or loss of product. You exhibit your items at your own risk.

TX State Law Notes:

It is the responsibility of the vendor to apply for the Texas State Sales Tax. The state sales tax rate is 8.25%. For more information on filing, call: 1-800-252-5555

Acknowledgments

By signing, I signify that I have read the above regulations, disclaimers and requirements and promise to abide by them as written. By signing, I also agree to remit total payment as listed below in the application at the time of submitting this document. If I do not send payment, my spot may be given to another applicant. Final approval will be sent via email. Thank You in advance for your participation!

Name: _____

Signature: _____

Fall Craft Fair 2012 Vendor Application

A limited number of booths are available and will be on a first come, first serve basis.

All applicants will be reviewed to ensure family appropriateness and to limit the number of similar products being sold.

Registration Date: _____

Applicant Name/Owner: _____

Business Name: _____

Products you intend to sell (in detail): _____

Business Website: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: (Number that is most accessible) () _____ - _____

Email (our primary form of contact will be via email): _____

*Please print application and remit payment to Rowlett Christian Academy via check, money order, cashier's check or cash and mail to: Rowlett Christian Academy c/o Amber Hayes, 8200 Schrade Rd., Rowlett, TX 75088

_____ 10' x 10' Vendor Booth Space- \$25.00 (1 per vendor only)

_____ 10 x 10' Canopy/Tent Rental- \$10.00 (1 per vendor only)

_____ 6 ft. table Rental- \$5.00 (first come, first serve basis)

_____ Electricity Set Up- \$10.00

_____ Total paid _____ Check _____ Money Order _____ Cashier's Check _____ Cash

**PLEASE Check to find out what rental items are still available BEFORE making payment if you need these items.

*Please e-mail any questions to amberhaze@verizon.net (with RCA Fall Craft Fair as subject line) or call (972) 469-4403. Fall Craft Fair Website: www.rcacraftfair.weebly.com

Please check out our school website to see what we are all about- www.rowlettca.org .All funds from the Craft Fair will go towards our program's playground upgrade and current school needs!