

30th Annual O'Fallon Art and Craft Fair

Proudly Sponsored by the O'Fallon Band Boosters

2010 CONTRACT

The 2010 O'Fallon Art and Craft Fair will be held in the O'Fallon Township High School on **Saturday, Nov. 6th from 9:00 AM - 5:00 PM**, and **Sunday, Nov. 7th from 10:00 AM - 4:00 PM**. Crafter setup is Friday Nov. 5th from 8:00 PM - 10:00 PM, and Saturday Nov. 6th from 6:30 AM - 8:45 AM.

To apply, please fill out the following information:

Name: _____ Home Ph: _____ Cell Ph: _____

Street: _____ City: _____ State: _____ Zip: _____

Art/Craft: _____ Business Name: _____

E-Mail Address: _____

Space Requested: Single (\$75) _____ Double (\$150) _____

Note: Booth sizes vary according to location within the school. Hall spaces are (3' x 16'), (4' x 12'), or (5' x 10'). Room spaces are (8' x 8'). **For New Crafters:** Your booth location will be assigned from those that are available at the time your contract and payment is received.

Tables Requested? (\$10 each): 6 foot _____ and/or 8 foot _____

Electricity Required? (**\$10**) Yes _____ No _____ **Note:** 225 watts maximum - you supply extension cords

Total Amount Enclosed: \$ _____ **MAKE CHECKS PAYABLE TO: O'FALLON BAND BOOSTERS**

For Returning Crafters: we will reserve space in the 2010 Art and Craft Fair for you until **March 1, 2010**. If we do not have your contract and full payment by that date, you will lose your reservation and your space will be filled from our waiting list.

_____ Check here if you would like your same location - **Booth(s) #** _____

_____ Check here if you desire a change. We will do our best to accommodate you. Because our turnover is very low, opportunities to move crafters to new locations are limited. Preference will be given to those crafters who have been in our show the longest. We will contact you prior to making any change.

New preference: _____

PLEASE INCLUDE A STAMPED, SELF-ADDRESSED, BUSINESS SIZE ENVELOPE (4" X 9") & PICTURES OF YOUR CRAFT WHEN RETURNING THIS APPLICATION. If you are a returning crafter we do not need pictures unless your craft has changed. We will send you a written confirmation of your booth number, location and other information. You may bring your contract, payment and envelope to the O'Fallon High School Main Office during the 2009 Craft Fair, or mail to:

O'Fallon Band Boosters
c/o Alice Frazier & Carrie Williams
P.O. Box 993
O'Fallon, IL 62269

QUESTIONS? Please call us @ (618) 589-2304
or e-mail: crafter@othsband.com
or download a contract at www.othsband.com

I have completed the contract information, have enclosed my payment and a **business size self-addressed stamped envelope**, and agree to abide by the Craft Fair rules which are stated on the reverse side of this page.

_____ (signature of exhibitor)

CRAFT FAIR RULES

PLEASE HELP US MAINTAIN A QUALITY ART AND CRAFT FAIR BY ABIDING BY THE FOLLOWING:

1. **Disclaimer.** Neither the O'Fallon Band Boosters nor the O'Fallon Township High School accepts any responsibility regarding changes to the school facility that could affect the Craft Fair, such as physical damage, construction, or administrative decisions.
2. **Security.** Classrooms will be closed and locked at all times. Crafters are responsible for protecting their property from damage or loss. Someone must be present at your display during published Craft Fair hours. Our band students will be happy to "sit" in your booth if you need a quick break. Uniformed Security Guards will be on duty in the interior of the school on Friday and Saturday night.
3. **Prohibitions.** No smoking, alcoholic beverages, or pets are permitted on school grounds at any time.
4. **Return Checks.** All return checks will be accessed a \$25.00 NSF fee.
5. **Booth Construction.** All booths must be safely constructed and not constitute a hazard. No tables, chairs or displays are allowed within 7' of any door. Walkways must remain clear at all times, and you may not demonstrate products in any aisle or walkway. No nails, screws or staples may be put in the walls, floor or ceiling. You must bring your own booth equipment, including tables if you have not ordered them from us. All tables will be covered with floor length cloth with no boxes or supplies showing. You must bring your own chair.
6. **Fire Extinguishers.** Each crafter must have a minimum of a 2lb, ABC class fire extinguisher in their booth. You will be asked to show us your operable fire extinguisher during setup. The Fire Marshal conducts spot inspections daily.
7. **Electrical System.** The high school electrical system was not designed for the Craft Fair, and we must limit each booth to a maximum of 225 watts of power. Add the total wattage of your bulbs to make sure you comply. Please—no large spotlights, halogen or quartz lighting. Small electronic cash registers are allowed.
8. **Merchandise.** All merchandise in the show must be hand-crafted. Crafters must attest to making all or a major part (**over 50%**) of all wares presented at our fair. Resale of any purchased material is strictly prohibited. No "Garage Sale" or "flea market" items are allowed. **Crafters may not offer food or drinks for sale.** The Craft Fair committee reserves the right to remove any item deemed objectionable for any reason. All proceeds from craft sales go to the crafter.
9. **Booth Inspection.** The Craft Fair Committee will inspect every craft booth during setup and while the Craft Fair is in operation. These inspections will direct special attention to items offered for sale to ensure they comply with our "hand-crafted" requirement. We reserve the right to remove a crafter for violation of any Craft Fair rule at any time, including during setup. Crafters removed under these circumstances will forfeit all booth fees.
10. **Parking.** Vehicle parking around O'Fallon High School is extremely limited, and we must reserve the main parking lots for your customers. Your confirmation will give you the closest door to your booth location and a suggested unloading spot. During Craft Fair hours, the only crafter parking available (east) on Weber St., or (west) on any of the side streets across from the school. Additionally, there is a large parking lot two blocks west of the school in O'Fallon Park and a large auxiliary school lot two blocks east. Both are suitable for trailers and large vehicles. There is no crafter parking on Smiley Street or the main school parking lot during Craft Fair hours. During Craft Fair hours, if a crafter needs additional inventory, we will provide transportation to outlying lots for the crafters. Access to the school for your customers is very important to us, therefore crafters who violate these rules will forfeit future participation in our Craft Fair.
11. **Teardown.** Do not begin teardown until 4:00PM on Sunday. Crafters may not move their vehicles into position until after this time—our parking lot crew will control this carefully.
12. **Illinois Tax.** Collection, reporting and payment of Illinois State Sales Tax is solely the responsibility of the vendor. The school administration and the Craft Fair Committee accept no responsibility for sales tax collection.
13. **Refunds:** No refunds will be made after August 1st - no exceptions for any reason.
If you properly notify us of your need to cancel, we will reserve your spot for the following year until March 1st.

Additional Information

1. Our band students will be available during setup and teardown to assist you in carrying your booth materials and wares to/from your vehicle. Contact the parent key worker in your area to get help. We are happy to provide this service and consider it a feature of our show, however due to the great demand for students please do not ask them to help unpack/pack your wares, or construct/teardown your booth.
2. The school cafeteria will be open for the entire weekend. Snacks will be available Friday night. Breakfast, lunch and dinner will be served Saturday, and breakfast and lunch only will be served on Sunday.
3. Band students will deliver food and drinks to your booth upon your request—we will provide you with a menu and a "food request" signal. These Crafter Servers work very hard but are not professional food servers. Please have patience.
4. Our band students cannot accept tips. If you are pleased with their help and wish to help the band organization, you may make a donation to the O'Fallon Band Boosters. Bring your donation to the school main office, or give it to any parent worker. If you are happy with an individual student, please let us know and we will ensure they get proper recognition in front of their peers.