**North County High School Craft and Vendor Fair Registration Form**

Saturday, April 25th from 7:00 am – 2:00 pm (Open to Public 9:00 – 2:00)

Registration fee: $30 per 8’x 8’ space or $40 per cafeteria table ($10 for electricity – limited spaces)

*(Please Print)*

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vendor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_\_\_\_\_ Zip code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tax # *(Optional)*:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Detailed description of vendor type or items for sale**:

**Requests:**

\_\_\_\_\_\_\_\_\_ 8’x 8’ Space at $30.00 each Note: Bring your own tables

 Full Cafeteria Table (12' long with benches) at $40.00 each

\_\_\_\_\_\_\_\_\_ Electrical Outlet Request $10.00 (spaces limited)

Please submit the ***non-refundable*** registration fees by April 10th to reserve your space. This event will sell out FAST so reserve your space NOW. After receipt of payment, you will receive a confirmation letter.

Please make all checks or money orders payable to: **North County High School PTSA or NCHS PTSA**

Mail completed registration with payment to

**North County High School PTSA**

**Attn: Lisa-Craft/Vendor Fair**

**10 E. 1st Avenue**

**Glen Burnie, MD 21061**

Contact a chairperson at nchsptsa@yahoo.com with any questions or comments.

I understand that my registration fee is non-refundable and that there is a $40 returned check fee. I agree to all of the terms and conditions as noted on the registration and general information. It is also agreed that the State of Maryland, Anne Arundel County, North County High School and any affiliates are not responsible for any damages, theft, injuries or loss to myself, associates, family, business or company.

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For official use only:

Top of Form

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| --- | --- | --- | --- | --- | --- | --- |
| Received: |  | Amount: |  | Check #: |  | Cash: [ ]  |
| Money Order: |  |  | Confirmation: |  |  | Returned: |  |  |

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**North County High School PTSA Craft and Vendor Fair General Information**

Saturday, April 25th from 7:00 am – 2:00 pm

***SHOW HOURS:*** Advertised show hours will be from 9:00 am to 2:00 pm. Please have displays ready by show-time. If a space is vacant at 8:30 am, we reserve the right to use that space.

***SET-UP*:** The school will be open at 7:00 am. Set-up after the appointed time and removal prior to 2:00 pm WILL NOT BE PERMITTED. A tablecloth or other covering is SUGGESTED in order to make displays as attractive as possible. Unloading time should be short for the convenience of all the crafters/vendors and completed no later than 8:30 am.

***EXHIBITOR PARKING:*** Crafters and Vendors may unload in the area between the school and the stadium.

***SPACE RENTAL:*** Spaces are 8’ x 8’ for a **$30** registration fee and bring your own tables. Cafeteria tables (12' long) for a **$40** registration fee. NCHS PTSA Craft and Vendor Fair will provide: chairs, event advertising, promotion and a listing of crafters and vendors on our web page.

***ELECTRICITY****:* Limited spaces with electricity are available at an **additional fee of $10**. 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.

***CRAFTERS and VENDORS:*** All vendors will be limited to one representative per Direct Sales company. We reserve the right to select all crafters and vendors and types of items sold at the fair. **No** **used or consignment items may be sold on the premises.** All items must be new and in good condition.

***FOOD:*** Food, Beverages and Snack items will be on sale throughout the day in the school cafeteria. NCHS volunteers will provide food order forms in the morning for vendors wishing to purchase lunch. Volunteers will then deliver orders at the appointed time to vendors.

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

***COURTESY:*** Crafters and vendors 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:*** All crafter and vendor reservations are non-refundable. There is a $40.00 fee for returned checks. You can **NOT** have another crafter/vendor utilize your confirmed space until a new registration is completed and approved by NCHS PTSA board or Craft and Vendor Fair Committee.

***ADDRESS:*** North County High School PTSA, 10 E. 1st Avenue, Glen Burnie, MD 21061

***QUESTION/COMMENTS:*** nchsptsa@yahoo.com

 Lisa Crittenden 443-784-1405