



**Redlands Middle School's  
 Holiday Craft Fair  
 Saturday, November 23rd  
 9:00am – 2:00pm**

We are thrilled to have you join us for Redlands Middle School's First Annual Holiday Craft Fair, featuring the best arts & crafts the Grand Valley has to offer. This annual fundraiser is organized by our WEB Leaders. 100% of the money raised goes directly to Redlands Middle School to support our anti-drug campaign. We thank you in advance for your support!

**Contract for Craft Fair Space Reservation**

This agreement covers rental space in the Craft Fair to be held at Redlands Middle School on Saturday, November 23, 2013. Please complete the contract and submit with check or money order payable to: RMS. Please mail contract and payment to: Redlands Middle School, Attn: Missy Carpenter, 2200 Broadway, Grand Junction, CO 81507 or you may drop it off to the school office.

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

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

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

City, State, Zip: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

Description of Product(s): \_\_\_\_\_

Special Requests: \_\_\_\_\_

Do you require an outlet?      Yes      No

Do you need additional tables? If yes, how many? \_\_\_\_\_

Please complete and return with payment to reserve your booth. The booth rental fee is \$35 and includes one table. Booth size is 10ft x 10ft. Additional tables may be reserved for an additional fee of \$15 per table.

Vendor agrees to comply with and accept (a) the Rules and Regulations printed on this application form and (b) such other rules or operating procedures Redlands Middle School may reasonably require for orderly construction, conduct and dismantling of the Craft Fair from "set-up" and "tear-down".

Redlands Middle School shall have the full power in the interpretation and enforcement for all Rules and Regulations contained herein, and power to make such reasonable amendments thereto and such further Rules and Regulations as it shall consider necessary for the proper conduct of the Craft Fair, provided same do not materially alter or diminish the contractual rights of the vendor.

Notwithstanding anything to the contrary herein contained Vendor agrees that this Agreement is subject to the Terms of Use agreement between the WEB Leaders and Redlands Middle School under which the WEB Leaders have received permission to hold the Craft Fair. Vendor agrees to be bound by all terms and conditions thereof as to the use and enjoyment of the premises.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Your signature indicates that you have read and agreed to comply with all vendor regulations provided on a separate page.*

## **Vendor Regulations – Please read carefully**

In order to provide a well-balanced, well regulated, attractive and successful Craft Fair, we appreciate your compliance with the following regulations.

**Booth Assignments:** Booth assignments will be final after November 15, 2013. A confirmation will be e-mailed to you after this date. You are responsible for your own delivery, construction, removal, safety and cleanliness of exhibits and immediate area.

**Subletting Spaces:** No vendor shall sublet any portion of their space and may not exhibit any goods, apparatus or literature that is not applicable to the items being sold.

**Payment for Booths:** Any prospective vendor engaging space who shall fail to make payment or cancels such space shall forfeit all monies paid and all rights of the contracted booth space. Redlands Middle School has the right to dispose of the space in such a way as it may consider to its interest without any liability to Redlands Middle School.

**Sales Tax/Licenses:** All crafters will be responsible for all state and local taxes and any permits or licenses necessary to participate in the Craft Fair.

**Liability:** Neither Redlands Middle School, its employees, volunteers nor agents of any shall have any liability to the vendor, its officers, guests agents or employees or to any person in attendance at the Craft Fair for any negligent act or omission deemed caused by the vendor or the vendor's agents, guests, officers or employees while transporting, setting up, displaying or selling the vendor's merchandise/crafts. Furthermore, Redlands Middle School nor any of its employees, agents or volunteers shall be held responsible for any damage or theft to any vendor's merchandise, crafts or exhibit area caused by natural elements or act(s) or omission(s) on any such parties that occurs at any time prior to, during, or after the Craft Fair. The vendor by signing this form expressly releases and indemnifies such parties from all claims for injury, theft or damage.

### **Set-Up/Break-Down:**

Set-up: Saturday, November 23, 2013 7:00am – 9:00am

Open to the Public: Saturday, November 23, 2013 9:00am – 2:00pm

Break-down: Saturday, November 23, 2013 2:00pm – 4:00pm

**Booths not claimed by 8:45am on Saturday, November 9, 2013 will be forfeited, along with fees. Early break-downs are prohibited.**

**Catalogs, Souvenirs, Etc.:** Soliciting or canvassing in any part of the Craft Fair other than the vendor's space is **prohibited**. Catalogs, magazine, etc. may be distributed only from within the vendor's space and must be strictly related to the products and/or services on display available from the individual vendor.

**Other Considerations:** Redlands Middle School is obligated to provide space and Craft Fair promotion. All other services remain the responsibility of the vendors. If special needs are indicated Redlands Middle School will assist if possible.

**Craft Fair Coordinator:** Missy Carpenter (970) 254-7017. Please feel free to contact Ms. Carpenter with any questions or concerns.