



Three Rivers Educational Campus

Spring Craft Fair

Presents:

Saturday, April 29, 2017 9:00 AM - 2:00 PM

Setup: -Friday, April 28, 2017 > 4:00PM-6:00 PM AND/OR
-Saturday, April 29, 2017 > 7:00 AM- 8:45 AM

Registration:

Name: _____ Business Name: _____

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

Phone: _____ Cell: _____

Email Address _____

Craft: (be specific: _____)

Space Rental: _____ \$35.00 for a single space _____ \$60.00 for a double space

(early bird \$30 for a single space & \$50 for a double space if postmarked by 11/15/16)

Space: 8' x 9' [Tables are **NOT** provided - Chairs (1-2) are provided]

Electric Needed- _____ **YES** _____ **NO** (extension cords **NOT** provided)

Payment: Checks payable to: **Three Rivers Acclaim Foundation**

Pay Pal: https://www.paypal.com/cgi-bin/webscr?cmd=s-xclick&hosted_button_id=LKW6AMCXMFS24

I paid via (circle one): **CASH** **CHECK/MONEY ORDER** (check # _____) **PAY PAL**

I will donate the following item(s) as a door prize: _____

Please sign the contract on the back page. It will not be processed until it is signed. Thank you!

Return registration, signed contract and fees to:

Three Rivers Educational Campus, 56 Cooper Rd. Cleves, OH 45002 ATTN: Allison Heisel

FOR MORE INFORMATION: Please call Allison Heisel (513) 467-3200 EXT. 4216

Or email: Aheisel@trlsd.org

Rental per space for one day shall be \$35.00 single space, \$60 double space. No deposits will be accepted, payment must be in full to receive rental space. You may pay cash, check or through Pay Pal. Note: Tables are not provided, you must supply your own.

1. We will attempt to accommodate those requesting electricity. It is the crafters responsibility to provide their own extension cord. Our school building has limited power outlets so please be patient and try to limit your power requirements to a minimum.
2. The Acclaim Art/Craft Fair Committee reserves the right to remove any item deemed objectionable, unacceptable or undesirable for any reason. The Acclaim Art/Craft Fair Committee reserves the right to reject crafts that are not at the level of quality that the Acclaim Art Fair Committee deems suitable. No flea market or yard sale items will be accepted. All proceeds from the craft sales go to the crafter.
3. The Acclaim Art/Craft Fair Committee reserves the right to assign your booth space. In the event the crafter can't occupy their space on the day of the art/craft fair, the Committee reserves the right to have those spaces occupied by other crafters for that year. The Committee reserves the right to remove and/or deny future application to any crafter who exhibits improper behavior towards craft fair staff, students, patrons, and/or other crafters. We reserve the right to return your fee and application if your craft has been deemed unacceptable.
4. Neither the Three Rivers Local School District nor Fine Arts personnel will be liable for any damages or injury to persons or property, sustained by conditions or activities on the premises.
5. Crafters are responsible for protecting their property and merchandise from damage or loss. Security for the school interior including booth displays will be provided on Friday night.
6. Neither Three Rivers Local Schools nor Fine Arts personnel accept any responsibility regarding changes to the school facility that could affect the show, such as physical damage, construction change, or administrative decisions.
7. No Smoking, alcoholic beverages or pets are permitted on school grounds.
8. You must bring your own booth equipment, including tables. No nails, screws, staples or tape may be put in/on the walls or floor. All booths must be safely constructed and not constitute a hazard. You may not demonstrate products in any aisle, corridor, or walkway. All tables must be covered with floor length cloth with no boxes or supplies showing. Candle burning not allowed.
9. Tear down begins at 2:00 PM on Saturday. Crafters may not move their vehicles into position until after this time. Crafters must be out of school by 3:00 PM. The crafters shall be responsible for removing all merchandise and/or goods, leaving leased space in a neat and clean condition. Crafters who close their booth before 2:00 PM on Saturday will forfeit their right to return the following year.
10. Crafters may park in the Elementary parking lot on the East side of the campus.
11. Collection, reporting, and payment of Ohio State Tax is solely the responsibility of the vendor. The school administration and the Acclaim Art/Craft Fair Committee accept no responsibility for sales tax collection.
12. All Crafters that sell food items must contact the Hamilton County Public Health Department to determine what permits, if any, are required. You must have the proper permits available at all times during the craft fair, should HCPH stop by your booth. You may be asked to leave if proper permits are not acquired. No refunds will be issued.

13. REFUND POLICY

- If you must cancel from our show, notify us in writing prior to April 1, 2017, and we will refund all your fees.
- No refunds will be made after April 1st, 2017. There are no exceptions to this rule.
- You cannot transfer your space to another crafter.
- If you have not arrived by 8:30 AM on Saturday morning and have not contacted us, you will forfeit your booth and fees you have paid. You will also be eliminated from future participation on our show.

I have enclosed my payment and agree to abide by the Acclaim Art/Craft Fair rules that are stated on this contract.

Signature of Exhibitor _____ Date _____

Additional Information

- a. There will be an Art/Craft Fair Information table at the event entrance. Crafters are asked to check-in PRIOR to setting up for all pertinent information.
- b. Concessions will be open during Art Fair hours. Students will be available to deliver food to your booth.
- c. If you need more information, please call (513) 467-3200 EXT 4216. Or send an email to Aheisel@trlsd.org

PLEASE KEEP A COPY OF THIS CONTRACT FOR YOUR RECORDS