



Greetings!!

The Smoky Hill High School Spring craft fair is being held on Saturday, March 11, 2017 from 9:00a.m. - 3:00p.m. We recognize you as either one of our past vendors or someone showing interest in our event and as such would like to invite you to apply to be a part of this reputable Smoky Hill event.

The goal of this event is to raise money for the students of Smoky Hill to fund Classroom stimulus, After Prom, and more, and is organized by parent volunteers. The event has been a part of the school for over 25 years and has become a way for businesses to support students while promoting their products.

Attached you will find the 2017 Spring craft fair application. Please be advised that all 2016 Spring Craft Fair vendors have priority to admittance. Direct sales merchants (brand names such as Younique, Pampered Chef, etc.) are subject to a non-compete clause. We can only allow one vendor per brand name. If you were a 2016 direct sales vendor and apply *prior to the first submission deadline*, you have priority over any other same brand name vendor. If you are a unique crafter (home-made items, photographer, writer, etc.) and were a 2016 vendor and apply *prior to the first submission deadline* you have priority over any new vendors in the event of a sellout of booth space. **All 2016 vendors forfeit their priority status for submission after January 15, 2017.** No exceptions can be made as we have a lengthy waiting list. All applications will go through the approval process. Please note that payment does not guarantee a space, but payment is required with completed applications to hold a space. In the event a space can not be secured for you a refund will be issued. Consideration after January 15th, 2017 is given on a first come first served basis. PTCO reserves the right to limit certain types of products.

All checks are deposited as received. Notification of vendor acceptance will be by email and will begin February 5th, 2017. Additional information about the event will be included at that time. Booth assignments will be finalized February 22th and sent out by email.

Again this year! SHHS PTCO will be hosting a silent auction during the Spring craft fair on March, 11th, 2017. Please consider donating something special from your inventory to support this new addition. SHHS PTCO will offer additional advertising for your vendor name and space with a minimum donation to the silent auction.

SHHS PTCO is online! Our application is available on the website as well. Currently, the only way register is via the attached application and payment via check.

Please direct all questions to springcraftfair@shsptco.org

Thank you for your continued support and we hope to see you this Spring!

Dawn Michael

SHHS PTCO President

REFUND POLICY

Full refund to vendors will be given if promoter is notified by February 9, 2017.

February 10 – March 1 vendors will receive a refund **ONLY** if the promoter is able to fill the booth space with another vendor willing to accept that space.

If the Craft Fair cannot take place, in whole or in part, or is cancelled by reason of an act or regulation of the school district or school, or fire, riot, civil commotion, lockout or strike or failure of electrical or other technical facilities, acts of God or other occurrence outside the reasonable control of the Promoter (Force Majeure event), the Promoter shall have no obligation or liability whatsoever to participant vendors, including no refunds of monies without exception. Alternate dates are not available to host the Craft Show in event of such cancellation as facility rentals are made a year in advance. The Promoter reserves the right to make any alternative Craft Show arrangements in subsequent years as a result of a Force Majeure event. Vendors will be notified via email as soon as the promoter is made aware of the decision.

Students and Parents may be available to assist you with your loading and unloading your inventory, however, this is at your own risk and you are liable for any loss incurred

2017 SMOKY HILL HIGH SCHOOL PTCO SPRING CRAFT FAIR

| | | |
|-------------------------------------|-------------|------|
| Business Name: | | |
| Craft/Product: | | |
| Brief description of Craft/Product: | | |
| Brand Name (if applicable): | | |
| Name: | | |
| E-mail Address: | | |
| Payment E-mail Address: | | |
| Address: | | |
| City: | State: | Zip: |
| Phone: | Cell Phone: | |

Special Requests:

*** We will do our best to accommodate special requests; however, we cannot guarantee that all needs are met*

1st & 2nd choice Location Preference

_____ West Gym _____ East Gym _____ Activities

Electricity Y N (not available in all booths, must provide own power cords)

| | | |
|---|----------|-----------|
| Returning 2016 Vendor (before January 15, 2017) Booth Space 8' wide x 10' deep | \$90.00 | \$ |
| Returning 2016 Vendor (before January 15, 2017) Additional 8' wide x 10' deep Booth Space | \$40.00 | \$ |
| New 2017 Vendor (or returning vendor after January 15, 2017) Booth Space 8' wide x 10' deep | \$110.00 | \$ |
| New 2017 Vendor (or returning vendor after January 15, 2017) Additional 8' wide x 10' deep Booth Space | \$55.00 | \$ |
| Vendor Meal (Delivered to your booth) Main dish selections to be provided a later date. Meal also includes chips, drink, and a cookie | \$5.00 | \$ |
| Total: | | \$ |

*****By returning this application with your booth fee you acknowledge that this is a fundraising event and agree to the terms of cancellation/ refunds & liability as stated in the cover letter.*****

Mail application and send check to: **SHHS PTCO Spring Craft Fair** 16100 East Smoky Hill Rd Aurora, CO 80015
Application may be found at: www.SHHSPTCO.org

FINAL APPLICATION DEADLINE – February 21st, 2017

You must furnish your own extension cords, power strips, tables
and chairs. **Early dismantle is not allowed under any circumstances**

| | | | | | |
|-------------------|-------------|---------------|------------|-----------------------|-------------|
| SHHS | PTCO | OFFICE | USE | | |
| RCVD: _____ | | | | AMOUNT: _____ | CK# : _____ |
| # Of Booths _____ | Reserved | | | Booths Assigned _____ | |