

LAKE CATHOLIC 39TH ANNUAL CRAFT FAIR

Sponsored by the Performing Arts Boosters

Saturday November 4, 2023 9:00 AM – 3:00 PM

Lake Catholic High School

6733 Reynolds Road

Mentor, Ohio 44060

Questions: lccraftfair@gmail.com or 440-578-1020 x330 email is preferred. Our volunteer coordinator will get back to you as soon as possible. VM and email are not checked daily.

Please **do not** call Lake Catholic High School for information or questions.

VENDOR REGISTRATION FORM

Please neatly print all the information below.

NAME _____

ADDRESS _____

PHONE _____ EMAIL _____

WEBSITE _____

** Email addresses will only be used for registration confirmation & future registration forms*

Type of Craft or product to be sold: _____

Electrical outlet requested Y/N: _____ (limited availability)

Number of spaces needed: _____ standard space \$50 OR space with electric \$55

Number of chairs needed (2 max per rented space): _____

Number of tables needed (1 max per rented space): _____

Did you participate in our 2022 show Y/N: _____ Would you like the same spot Y/N: _____ Table # _____

Space rental is 7 feet x 5 feet space, table size is 2.5 feet x 6 feet with 2 chairs behind.

- Returning crafter/vendor contracts postmarked by June 1, 2023 will be assigned tables first. Contracts postmarked after June 1, 2023 will be assigned on a first come, first serve basis as space permits.
- New crafters/vendors are defined as anyone who did not participate in our 2022 show.
- Refunds will only be issued as follows: Full refund if cancellation is received 30 days before the craft fair; cancellations within 30 days will only be allowed if your assigned table can be resold. No refunds or cancellations within 7 days of the craft fair. All refunds will be issued the week after the craft fair.
- Your items must fit within your rented space, no encroaching on the spaces around you.
- Guest Wi-Fi is available but not guaranteed. It is highly recommended that you do not take payments using the guest Wi-Fi for you and your customers' security. There are also many places in the building where cell phone service is not available.
- Only one sales consultant per direct vendor/brand will be allowed to rent a space. Last year's consultants will have the first opportunity up until the June 1, 2023 deadline. After that consultants will be accepted on a first come, first serve basis.

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Craft Fair Day

- You are **REQUIRED** to check in at the registration table at the main entrance to receive your table assignment and provide your license plate number for your vehicle. Do not assume that you have the same space as previous years. Numbers and table layout have changed.
- You can bring your own display pieces/fixtures but you can not exceed your rented space.
- Check-in will start at 7 AM and must be completed by 8 AM. Tables must be set up by 9 AM. **If you are not checked in by 8 AM your table could be sold.**
- Bring your own carts, dollies, and loaders to unload and load your merchandise. We will have students available to assist but can not guarantee timing or availability.
- No refrigeration and no cooking appliances.
- One crafter and one helper per table.
- Do not conduct any type of raffle that is in direct competition with the various fundraising activities of the host of the craft fair (LCHS Performing Arts Boosters)
- **Do not sell any merchandise with the Lake Catholic logo, mascot or insignia. The selling of any other unlicensed merchandise is strictly prohibited (NFL, NBA, MLB, etc)**
- You are responsible for cleaning up after yourself when the craft fair closes at 3 PM. No early teardown will be permitted.
- This craft fair is a fundraiser with all proceeds benefiting all students of Lake Catholic's Performing Arts Department. Donations for our raffle are greatly appreciated.

PARKING: After unloading your merchandise **YOU MUST MOVE YOUR VEHICLE NEXT DOOR TO BELLFLOWER SCHOOL**. Parking lot attendants and signs will direct you. Shuttles will be available to bring you back to Lake Catholic. All crafters **MUST** abide by this to make parking available for your customers! The drop off point will only be available during registration from 7 AM-8 AM. If you need handicapped accessible parking and do not have a driver you may park in the Lake Catholic lot. Please notify parking attendants.

By signing below I agree to follow all of the rules set forth above:

Signature _____ Date _____

MAKE CHECKS PAYABLE TO LAKE CATHOLIC PERFORMING ARTS BOOSTERS

MAIL FORM AND CHECKS TO: Lake Catholic High School Craft Fair, PO Box 373, Mentor, OH 44060

Please do not send contracts and payment to the school. standard space \$50 OR space with electric \$55. Applications that are not filled out completely, signed, and/or do not contain payment will not be processed.

- **General Fraud Warning:** Lake Catholic Craft Fair **ONLY** accepts payments and contract forms submitted through **US Postal Service** at the designated **PO Box above**. No online submissions or online payments are used by the Lake Catholic Craft Fair.

Please like our Facebook page, Lake Catholic Performing Arts Boosters Craft Fair and share it with your friends. If you provided a website we may advertise your site on our Facebook page. fb.me/LCCraftFair