

LAKE CATHOLIC 40TH ANNUAL CRAFT FAIR

Sponsored by the Performing Arts Boosters

Saturday November 2, 2024, 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.**

All applications must be **printed**, filled out, and **mailed** to:

Lake Catholic Craft Fair, PO Box 373, Mentor, OH 44060

****No online submissions, No online payments****

CRAFTER APPLICATION FORM

Please neatly print all the information below.

CRAFTER'S NAME: _____

BUSINESS NAME: _____

EMAIL: _____

PHONE: _____

ADDRESS: _____

WEBSITE: _____

Type of craft or product to be sold: _____

Number of spaces needed: _____ (standard space \$60 OR space with electric \$65)

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

Check Number: _____ Check Amount \$ _____ **OR** I will send Money Order later _____

Did you participate in our 2023 show Y/N: _____

Would you like the same spot Y/N: _____ Table #: _____

****Space rental is 7 feet x 5 feet in total, which includes a table measuring 2.5 feet x 6 feet with 2 chairs behind****

- ◆ Returning crafter/vendor applications postmarked by June 1, 2024 will be assigned tables first.
- ◆ Applications postmarked after June 1, 2024 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 2023 show.
- ◆ All applications are sorted by postmarked date.
- ◆ Your items must fit within your rented space, no encroaching on the spaces around you.
- ◆ Nothing is permitted to be in the walk ways in front of your table for safety reasons.
- ◆ Nothing is permitted to be on either side of your table, this space is for crafters to enter/exit their booth.
- ◆ 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, 2024 deadline. After that applicants will be accepted according to postmark date on application envelope.

Refund Policy: 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 refundable if your assigned table can be resold. No refunds for cancellations within 7 days of the craft fair. Any and all refunds will be held and issued the week after the craft fair.

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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 layouts have changed.
- ♦ 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.**
- ♦ One crafter and one helper per table.
- ♦ Only one vehicle permitted per applicant to maximize the amount of parking for your shoppers.
- ♦ You can bring your own display pieces/fixtures but you cannot exceed your rented space of 7 feet x 5 feet.
- ♦ Bring your own carts, dollies, and loaders to unload and load your merchandise. We will have students available to assist but cannot guarantee timing or availability.
- ♦ No refrigeration and no cooking appliances.
- ♦ Do not conduct any type of raffles that is in direct competition with the various fundraising activities of the host of the craft fair (LCHS Performing Arts Boosters). No Fundraising or solicitation.
- ♦ **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. ****Only one vehicle is permitted per applicant.**
- ♦ **Shuttles** will be available to bring you back to Lake Catholic. Attendants and signs will direct you.
- ♦ All crafters **MUST** abide by this to make parking available for your customers!
- ♦ Moving your vehicle is **mandatory** and failure to do so could forfeit your participation in future craft fairs.
- ♦ Our shuttles will be available before and after the craft fair to help you to your vehicles.

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

Signature: _____ Date: _____

MAKE CHECKS PAYABLE TO LAKE CATHOLIC PERFORMING ARTS BOOSTERS

Please postdate all checks for June 1st.

MAIL APPLICATION AND CHECKS TO:

Lake Catholic Craft Fair, PO Box 373, Mentor, OH 44060

Mailing and Payments:

- ♦ Please do not send applications and payment to the school.
- ♦ Applications sent to the school will not be processed. Standard space \$60 OR space with electric \$65.
- ♦ If you are paying by money order, please DO NOT send it at this time and be sure to indicate "Money Order" on your application. If you qualify for a spot, we will notify you from LCCraftFair@gmail.com for your money order.
- ♦ Check and Money Order are the only forms of payment we accept.
- ♦ Applications that do not have both pages filled out completely, are not signed, are altered, and/or do not contain payment will not be processed.
- ♦ If there are no spots available your unused application and unused check will be shredded.

General Fraud Warning: Lake Catholic Craft Fair **ONLY** accepts payments and applications submitted through **US Postal Service** at the designated crafters **PO Box** above. ****No online submissions, **No 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