



DISCOVERY SCHOOLS



### Discovery Fall Fest Arts & Crafts Vendor Application

Discovery Schools will host its 9th Annual Fall Fest on Saturday, October 30, 2021. Please fill out the form below by October 22nd if you would like to participate as a craft vendor at our fest.

#### Company Info:

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

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

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Website: \_\_\_\_\_

#### Individual Contact Info:

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

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

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

List of items to be sold (must be handmade):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other Information you feel we should know: \_\_\_\_\_

The exhibitor booth rental fee is \$60.00 for one (1) outside 10'x10' space. The exhibitor must provide their own tables, chairs, and tent.

For the application to be considered, the following must be included:

- ☐ Complete the Vendor Application form
- ☐ Signed Terms and Conditions document
- ☐ Email pictures or a website link of your products
- ☐ Payment:

Method of Payment:

☐ Check ☐ Visa ☐ MC ☐ Discover ☐ AMEX ☐ Cash

Please make **checks payable to Discovery Schools**



DISCOVERY SCHOOLS



Total Payment Enclosed :\$\_\_\_\_\_

Credit Card#:\_\_\_\_\_Exp. Date:\_\_\_\_/\_\_\_\_

Cardholder's Signature:\_\_\_\_\_

Mail or email\* required items by Friday, October 22nd to:

Alyssa Sprunk  
Discovery Fall Fest  
3837 Loyola Drive  
Kenner, LA 70065

Or email [Alyssa.Sprunk@discoveryhsf.org](mailto:Alyssa.Sprunk@discoveryhsf.org)

**\*If paperwork is emailed, the application will not be active until the fees are received.**

By completing an Arts & Crafts Fair application, you are certifying that you have read the Terms and Conditions and will adhere to all rules and policies herein.

Printed Name: \_\_\_\_\_Signature:\_\_\_\_\_

Thank you for your interest in the Discovery Fall Fest. Your registration will be confirmed by email upon receipt. Please contact us if you have not received notification by 10/25.

-----  
**\*\*Office use only below this line\*\***

Date Registration Received: \_\_\_\_\_Payment Received:\_\_\_\_\_

Payment Method: \_\_\_\_\_Check Number:\_\_\_\_\_

Date Confirmation Emailed: \_\_\_\_\_Space Assignment: \_\_\_\_\_



DISCOVERY SCHOOLS



## **Terms and Conditions**

1. Setup & Break Down: All Exhibitors must be set up and ready to sell by 10:45 am the day of Fall Fest. Exhibitors may begin setting up at 10 am. Break down can start no sooner than 4:00 PM and must be completed by 4:30 PM.
2. Staffing: Exhibitor booths must be manned at all times. Discovery Schools is not responsible for merchandise or display materials.
3. Exhibitor Items: Items for sale at the Exhibitor's booth must be predominantly handmade by the Exhibitor. Each Exhibitor must submit a few photographs of his or her craft(s). If participating as a crafter, Discovery reserves the right to have items removed that are considered not appropriately handmade. Items cannot be simply purchased for resale. No MLM's.
4. Exhibitor Responsibility: The exhibitor will be fully responsible for any loss or damage to his or her property by theft, fire, or casualty. Exhibitors shall be responsible for any damage which may be incurred to the facilities as a result of or in connection with its operation. Each exhibitor is responsible for the conduct of his employees and/or representatives and activities must not detract from the image or welfare of the school.
5. Exhibitor Spaces: Exhibitor spaces will be assigned. Spaces are reserved on a first-come-first-served basis. Vendors must ensure that none of their display equipment extends beyond the space they have booked; this includes any rails, stands, or additional equipment.
6. One Business per table: Only one (1) business per table; space may not be sublet or shared without prior approval of an authorized staff of Discovery Schools.
7. Acceptance: Discovery Schools reserves the right to decline any application for space if it deems such action to be in the best interest of the Fall Fest.
8. Payment: The full payment is a non-refundable registration fee for the selected space and is due with the submission of this agreement.
9. Electricity: Electricity will NOT be available.
10. Music: Music will be provided throughout the space.



DISCOVERY SCHOOLS



11. Tables & Chairs: Each Exhibitor may furnish his or her own chairs, tables, stands, tent, or canopy. It is advised to bring along shims, or blocks of wood to level out the tables since most of the grassy area is on flat, but the unlevel ground. All tents and canopies must be secured to the ground using weights/ sandbags in case of windy weather.
12. Cancellation of space: Application fees are not refundable. Discovery Schools is not liable if weather or other conditions prevent the Exhibitor from attending and fulfilling the contractual obligation as an Exhibitor. No refunds will be made for weather, accident, health, or other causes for non-participation.
13. Indemnification: Exhibitor agrees to indemnify and hold harmless Discovery Schools from and against any loss, expense, claims, damages, causes of action, injuries, suits or damages, suits to person or property, including attorney's fees, arising out of or related to the operation of the Exhibitors at the Discovery Fall Fest.

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_