**2014  FALL CRAFT SHOW At COLLINS PERLEY October 25 & 26, 2014**

**SPACE RESERVATION CONTRACT PAGE ONE**

Crafter Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_\_\_  Zip: \_\_\_\_\_\_\_\_\_\_\_\_
Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Price Range from: \_\_\_\_\_\_\_ to: \_\_\_\_\_\_\_ VT Tax #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please check all Categories that apply:**

Art\_\_\_\_ Basketry\_\_\_\_ Beading\_\_\_\_ Birds/Feeders\_\_\_\_ Bonsai\_\_\_\_ Book Arts\_\_\_\_ Candles\_\_\_\_ Ceramic\_\_\_\_ Crochet\_\_\_\_ Decorative Painting\_\_\_ Dolls\_\_\_\_ Enameling\_\_\_\_ Flowers\_\_\_\_ Folk Art\_\_\_\_ Food\_\_\_\_ Glass\_\_\_\_ Gourd Art\_\_\_\_ Xmas\_\_\_\_ Jewelry\_\_\_\_ Knitting\_\_\_ Lace\_\_\_\_ Literature\_\_\_\_ Masks\_\_\_\_ Metal Craft\_\_\_\_ Modeling\_\_\_\_ Mosaics\_\_\_\_ Needlework\_\_\_\_ Origami\_\_\_\_ Paper Making\_\_\_\_ Photography\_\_\_\_ Pottery\_\_\_\_ Quilting\_\_\_\_ Rubber Stamping\_\_\_\_ Scrapbooking\_\_\_\_ Sewn\_\_\_\_ Soaps\_\_\_\_ Stenciling\_\_\_\_ String Figures\_\_\_ Textiles\_\_\_\_ Woodcraft\_\_\_\_

Other (describe)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Dear friends,
It’s not too early to plan for The Annual Fall Craft Show at Collins Perley.  Last year’s show was very successful.  We’re anxious to make this year even better. We will make every effort to give crafters, who so choose, the same space they’ve occupied in the past.    Same Space Reservations will be held until **July 15**.  After that time space will be assigned on a first-come-first-served basis.  No spaces will be held without signed Contract and payment in full.
**Please keep in mind… this is a Craft Show For Crafters and By Crafters.  If you would like to serve on the Craft Show Committee, Please Check here: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
Please make note of the following:
    -Power is only available in designated spaces.  See Rate Card
    -No space will be reserved without: completion of this form, full payment, and State Tax ID #.

 -All Booths come with two free Admission Pins.  Additional pins providing free weekend admission are available at $5 each.

-My first choice for a booth is (Row and Number): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
-The size I am requesting is:  \_\_\_\_\_\_\_Deep   and     \_\_\_\_\_\_\_\_ Wide
-The space I indicated above is the same as I had last year:  \_\_\_\_\_\_Yes      \_\_\_\_\_\_No
-I am new to this show: \_\_\_\_\_\_\_\_\_Yes  \_\_\_\_\_\_\_\_\_ No
If the space I indicated above is not available my next choices are as follows:  (list booth number in order of preference): \_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_ or \_\_\_\_\_\_\_\_ as close as possible.
-I need power: \_\_\_\_\_\_Yes   \_\_\_\_\_\_ No (reminder, power is only available in designated areas.) Booth Charge from rate card             $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 #\_\_\_\_\_\_\_\_\_\_Extra Admission pins at $5 each    $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_         Total enclosed or to be charged to Credit Card    $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
-PAYMENT TERMS:  No spaces will be reserved without Payment In Full.  Balance must be paid with Application.  Any payments made after October 1, must be made by (VISA or MasterCard) Credit Card.
Card Type:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    Card Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Expiration Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_     Name on card: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Make checks payable to:  Collins Perley Craft Show.  Mail Forms to the address below.
Call us any time, Dave Kimel, Mgr;  Tim Viens, Asst Mgr;  Trish LeBlanc, Office Mgr;
Craft Show  Collins Perley\*890 Fairfax Road\*St. Albans\* VT\*05478\*802-527-1202\*(fx)802-527-1203

**Email: tleblanc@fcsuvt.org**

**2014 FALL CRAFT SHOW At COLLINS PERLEY**

**SPACE RESERVATION CONTRACT PAGE TWO**

TERMS OF AGREEMENT:  Applicant hereby agrees to abide by the rules and conditions outlined herein.

-Collins Perley Craft Show may remove any product or exhibitor that has misrepresented their product, company or self or who does not abide by the rules.  No refunds will be given.

-Exhibitors must be courteous and professional at all times.  Displays must be set up at least 30 minutes prior to opening and must remain set up until the end of the Show.

-All Craft products displayed or sold must be hand crafted and created by the applicant.  Unacceptable items include, but are not limited to imports, buy/sell products, commercial kits and items made from kits.  Al Vermont Made Foods must be just that.

-Taxes must be collected and paid by the Exhibitor.  Tax ID Numbers must be displayed at each booth.

-There is to be no sharing or subletting of booth space.

-Crafter agrees they will protect and save and keep the Board of Directors of Bellows Free Academy, Bellows Free Academy, The Board of Directors of Collins Perley Sports Center, Inc., and Collins Perley Sports Center, Inc., forever harmless and indemnify against and from penalty or damage or charges imposed for any violation of any laws or ordinances whether occasioned by the neglect of user of CPS&FC facilities or those holding under user of CPS&FC facilities, and that use of CPS&FC facilities will at all times protect, indemnify and save and keep harmless the aforementioned against and from any and all expenses arising out of any failure of user of school facilities in any respect to comply with and perform all the requirements and provisions hereof.

-Crafter shall comply with all rules, orders and regulations which may be prescribed by Collins Perley and with all laws of the United States andof the State of Vermont, all ordinances of the Town of St. Albans, and all rules and requirements of the police and fire departments or other municipal authorities of the Town of St. Albans, and will obtain all necessary permits and licenses, including union or trade organization clearances and will not do or suffer to be done anything on said premises during the term of this lease in violation of any such laws, ordinances, rules or requirements. .

-This is a public high school facility.  By Vermont Law, no smoking is allowed on the premises.

-Crafters are liable for any damage they cause to the facility.  Please note: Heavy or sharp objects must have padding under them to prevent damage to the rubber floor.  No tape, tacks or nails in walls or on curtains.

-Crafter shall not, without written consent of Collins Perley, put up or operate any engine or motor or machinery on the premises or use oils, burning fluids, lit candles, lit incense, camphene, kerosene, naphtha, gasoline for either mechanical or other purposes or any other agent than electricity for illuminating the premise and operating appropriate equipment.

-Raffles are not permitted

-Neither “Sale” signs nor Discount signs are permitted.

-Collins Perley reserves the right to add or amend rules and regulations, to make final interpretations of rules and to wave rules, at any time.

-All Crafters are expected tophelp with promotion by distributing Posters and Flyers.

Applicant’s Signature                                        Date

**2014 FALL CRAFT SHOW At COLLINS PERLEY**

**RULES and General Information**

**RULE NUMBER ONE – HAVE FUN**

**RULE NUMBER TWO – MAKE LOTS OF MONEY**

|  |  |  |
| --- | --- | --- |
| SHOW HOURS | Saturday     9AM - 4PM | Sunday     10AM – 4PM |
| SET-UP HOURS | Friday        12N – 9PM | Saturday    7:00AM – 8:30AM |

Selection/acceptance:  Exhibitors from last year will be accepted first.  New Crafters will be accepted first come first served but with consideration for reputation and redundancy (we want our show to have a strong mix).

Take Down:  Must begin immediately following the show and be completed by 6PM.  Please take empty boxes with you if possible.  St. Albans Town does not recycle.  Please leave your space as clean as it was when you arrived.

Accommodations:
-Econo Lodge: 802-524-5956                              One mile from Collins Perley on Main Street.
-Cadillac Motel:      802-524-2191                         One mile from Collins Perley on Main Street.
-La Quintina Inn:  802-524-3300                         Across from Collins Perley.

Check-in:   There will be a check-in table at the entrance to the Exhibition Hall.  **Crafters are required to check in before parking to unload.**

Booth Assignment:  No booths will be reserved without contract and payment in full. We do accept VISA and MasterCard.  Same space reservations must be made by July 15.  Tentative Both Assignments will be made one week prior to the event. Assignments will be final at check-in.

Access for set-up:  Which doors will be used for set-up will depend on weather and ground conditions.  You will be given instructions and assistance when you check in.  We expect crafters will be offered help with unloading from the BFA Football Team (after 4:30PM on Friday and during take-down on Sunday).

Access to room:  For security reasons, Crafters must leave within 15 minutes of the end of the show on Saturday and will be allowed in the room 30 minutes prior to opening on Sunday.  Set-up hours must also be observed.

Exhibitor Passes:  Each Exhibitor will be given two pins.   These are your entrance passes.   Please wear them at all times.  Extra exhibitor pins/passes are available at $5 each.  There is a limited supply of prior year pins also available for collectors.

Parking for Exhibitors:  We want to make parking as convenient as possible for our shoppers.  Please do not park in regular parking spaces in lot or around building unless we ask you to.   You will be given designated parking areas when you check in.  Weather permitting it will be on the grass near the north doors.

Access during show:  During show hours please do not use any doors other than the main entrance to the hall.  If you must re-supply through a side door, please ask for permission and assistance.

Food and Beverage:  Exhibitors are allowed to have food and beverages in their booths.  We will endeavor to restrict visitors from walking around with food.

**Craft Show at Collins Perley 2014 Rate Card**

October 25 & 26, 2013

**PLEASE NOTE:  END CAPS can be purchased either as a pair or as half of an end and greater length (this is a good way to get an end at less cost).  People wishing to buy both sides of an end will have to add the cost of each space to determine total cost.  There is no extra space between booths.  If you need room for an 8 foot table plus a walkthrough, you’ll need a 10 or 12 foot wide booth.**

**IF YOU HAVE ANY QUESTIONS ABOUT BOOTH SPACE – PLEASE CALL OR EMAIL US.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **8 FEET DEEP SPACES** |  |  |  |  |
|  | **8 Feet Deep****x****8 Feet Wide** | **8 Feet Deep****x****10 Feet Wide** | **8 Feet Deep****x****12 Feet Wide** | **8 Feet Deep****x****16 Feet Wide** |
| **Wall Spaces With Power** |  |  |  |  |
| A2-A-11, W2-W10, S2-S10,   |       $   114 |       $   134 |      $   161 |       $   214 |
| **Inside Spaces With Power** |  |  |  |  |
| B13-B18, C13-C18, D2-D10, D13-D18, F2-F10 |        $   113 |       $   132 |      $   158 |       $   211 |
| **Inside Spaces – No Power** |  |  |  |  |
| C2-C10, F13-F18 |        $   110 |       $   132 |      $   154 |       $   207 |
| **End Spaces With Power** |  |  |  |  |
| A1, A12, B12, B19, C12, C19, D1, D11, D12, D19, F1, F11, W1, W11, S1, S11 |         $  128 | $   147 | $   178 | $   235 |
| **End Spaces  - No Power** |  |  |  |  |
| C1, C11, F12, F19 | $   122 | $   142 | $   169 | $   225 |
| **Racquetball Courts – No Power** |  |  |  |  |
| Left or Right Court |        $   110 |       $   132 |      $   153 |       $   204 |
|  |  |  |  |  |
| **10 FEET DEEP SPACES** |  |  |  |  |
|  | **10 Feet Deep****x****8 Feet Wide** | **10 Feet Deep****x****10 Feet Wide** | **10 Feet Deep****x****12 Feet Wide** | **10 Feet Deep****x****16 Feet Wide** |
| **Wall Spaces With Power** |  |  |  |  |
| A14-A21, N2-N16 |         $   131 |       $   151 |      $   177 |       $   232 |
| **Inside Spaces With Power** |  |  |  |  |
| E2-E10, E13-E18, G2-G10 |         $   129 |       $   149 |      $   175 |       $   229 |
| **Inside Spaces - No Power** |  |  |  |  |
| B2-B10, G13-G18 |         $   122 |       $   144 |      $   170 |       $   224 |
| **End Spaces With Power** |  |  |  |  |
| A13, A22, E1, E11, E12, E19, G1, G11, N1, N17 | $   143 | $   167 | $   196 | $   254 |
| **End Spaces - No Power** |  |  |  |  |
| B1, B11, G12, G19 | $   138 | $   159 | $   185 | $   247 |