

♥♥ Heart of Katy Craft Show ♥♥

New or Returning Vendor Application For

(Please Print and Complete Entire Form)

NAME _____ TELEPHONE _____

BUSINESS NAME _____ ADDRESS _____

CITY _____ STATE _____ ZIP _____

EMAIL ADDRESS: _____

TYPE OF MERCHANDISE (Be specific): _____

Current Booth Space # _____ *Desired Booth Space # _____

**Changes can not be guaranteed*

The Spring Show dates are scheduled for **APRIL 2 & 3, 2016**. Deadline for returning vendor application to secure your existing booth location is December 11, 2015.

Please understand, any change request for location or number of booths cannot be confirmed until after the application and payment is received. Confirmations will only be given to vendors with a complete application with registration fees paid. *Checks will be deposited within one week of application.*

_____ Returning Vendor (\$ 75.00) _____ New Vendor (\$ 100.00)

Number of booth spaces _____ Amount Received _____ Cash or Check Number _____

Make checks payable to "KBBC". Checks will be processed upon receipt of completed application

Please Note: Unfortunately, we no longer can take requests for tables due to the availability from the district. We can provide up to two chairs per booth. Your request **MUST be indicated below.**

**Booth spaces are 10 x 10, you may bring tables and display items you need.*

Circle to indicate your request:

Chairs: 1 or 2	Electricity: YES or NO
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_____ If your booth setup includes wall dividers or partitions, please check this box.

If you are requesting electricity, please bring a 50-100 Ft. extension cord, as the school does not have cords to loan.
No tape or adhesive of any kind will be permitted on the floors.

The school facilities will be secured, but exhibitors are not guaranteed against loss or damage.

We would like to thank you for fulfilling your requirement of donating a small door prize for our drawing.

Date: _____ Vendor's Signature _____

Return application for Craft Show to:

KBBC – PO Box 452 Katy, TX 77492, heartofkatycraftshow@gmail.com, 832-464-5476

Heart of Katy Craft Show

Rules of the Show

The following regulations will govern exhibitors at the "Heart of Katy Craft Show"

APPLICATION: The sales of exhibit space will be the sole responsibility of management. Application for exhibit space must be made by mail by executing and returning the form along with a check for the full amount of the exhibit space to the address indicated. Your receipt, booth assignment, along with a map of the exhibit floor, will be sent to you at least 2 weeks prior to the show.

BOOTH ASSIGNMENT: Booth assignment is at the discretion of Show Management. Space may be altered at the discretion of Show Management. Booths will be assigned strictly on a first-come, first-serve basis, based on receipt of applications. Booth space will not be reserved for current exhibitors if applications are received after exhibitor's registration deadline. If you are a returning exhibitor for several years and you miss a show, you will not have priority for that booth space. Exhibitors participating in the most current previous show receive priority for booth space for the next upcoming show. **Exhibitors must stay within the boundaries of their booth space!**

SET-UP: The exhibit hall will be open for set-up between 7:00 am and 9:00 am on Saturday. **All exhibitors must be ready to open by 9:30am.** The school will be open at 11:00 am on Sunday for exhibitors.

UNLOADING: Exhibitors must unload as quickly as possible and immediately move their vehicles to Parking Area #1 on the 9th Grade Campus. (See Map) Parking Area # 2 is for exhibitors with trailers; you may unhitch your trailer in a parking space then move your car to Parking Area #1. (See Map) During unloading and packing we ask exhibitors not to block walkways and ramps with vehicles or trailers.

EXHIBIT HOURS: "The Heart of Katy Craft Show" will be open during the following hours: 10:00 am – 5:00 pm on Saturday, and 12:00 pm – 5:00 pm on Sunday.

MOVE-OUT SCHEDULE: Exhibitors may begin tearing down their booths at 5:15 pm on Sunday. **The exhibit floor must be cleared by 6:45 pm. Exhibitors may not leave early.** All booths must remain open during show hours on both Saturday and Sunday. There can be no exceptions to these rules.

NO SHOWS: Exhibitors that have paid and do not attend the show will lose priority for that booth space for the next upcoming show.

SECURITY: Exhibitors are not guaranteed against loss or damage.

EATING AND SMOKING: No smoking will be allowed in the exhibit hall. A concession area will be available in the Annex. Alcoholic beverages are strictly forbidden.

CHILDREN: Exhibitors are asked to please monitor their children. Children are allowed in the hospitality room with direct supervision.

REFUND: Absolutely no refunds will be considered 14 days prior to the craft show. Request for refunds before that two-week period will be voted on by the Executive Board of the KBBCBC and, if granted, a 10% handling fee will be deducted from your refund. If you cancel your reserved booth you will not be able to apply your application fee to the next show at the \$75.00 discounted fee. This discounted fee is a courtesy to exhibitors who support our fundraiser by participating in consecutive craft shows.

NO CHANGE WILL BE MADE FOR VENDORS.

I have received a copy of the Rules and agree to them as stated above:

Vendor Signature

Date