Pattonville High School Band Boosters Association
2023 Craft Fair Application & Rules

When & Where:
Tentative Date: Saturday, December 2, 2023 - 9:00 a.m. to 3:00 p.m.
Pattonville High School
2497 Creve Coeur Mill Road
Maryland Heights, MO 63043

Our Spaces:
- Our spaces measure approximately 10' wide x 6' deep.
- Each space comes with one 8' wide x 30" deep table and two chairs.
- Spaces with electric are limited and are available on a first-come, first-served basis for a small upcharge. You must supply your own extension cord.

Space Fees:
Cafeteria, Commons, Multipurpose Rooms, Low Ceiling Room, and Outdoor Spaces
- $65.00 per space if reserved on or by November 1, 2023
- $70.00 per space with electric if reserved on or by November 1, 2023
- $10.00 per space late fee if reserved after November 1, 2023
- $10.00 per space can be deducted if you provide your own table(s)

East Hallway, West Hallway, and Gym Lobby
- $60.00 per space if reserved on or by November 1, 2023
- $65.00 per space with electric if reserved on or by November 1, 2023
- $10.00 per space late fee if reserved after November 1, 2023
- $10.00 per space can be deducted if you provide your own table(s)

Returning Crafters have until July 15, 2023 to reserve the same space from the previous year. After that date spaces will be assigned on a first-come, first-served basis.

Friday, December 1, 2023 - 7:00 P.M to 8:30 P.M
Doors will be open 7:00 p.m. to 8:30 p.m. for optional advanced setup in the **cafeteria, multipurpose, low ceiling rooms only!** Note: The Pattonville School District, Pattonville High School, and Pattonville High School Band Boosters Association are not responsible for items left on the premises overnight. These areas will be locked at 8:30 p.m. and will not be open again until Saturday at 6:30 a.m.

Saturday, December 2, 2023 - 6:30 A.M to 8:30 A.M
Doors will open at 6:30 a.m. All crafters must be set up by 8:45 a.m. Should you need assistance we will have student helpers and adult monitors assigned to each area. Please do not hesitate to ask for help if it is needed.

PLEASE READ AND ADHERE TO THE RULES
Any violation of these rules will jeopardize your acceptance in future Pattonville High School Band Association Craft Fairs.

PLEASE COMPLETE THE ENTIRE APPLICATION
Complete the application, enclose cash, check, or money order made payable to Pattonville High School Band Boosters Association. Please include a good email address on your application as your confirmation letter and additional details will be communicated via email. Mail your application and payment to the address provided on page 4.

If you have any questions please send an email to:

phsbandcraftfair@gmail.com
Phone: 314-275-0459

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Rules:

The Craft Fair is sponsored by the Pattonville High School Band Boosters Association. In an effort to be fair to both crafters and consumers the Boosters have created a list of rules. Violation of one or more of these rules will jeopardize your acceptance in future Pattonville High School Band Booster Association Craft Fairs AND you may be escorted off the premises by a police officer.

- All items to be sold must be hand-crafted, with the EXCEPTION of direct sales.
- Only 1 consultant from each direct sales vendor will be accepted.
- Anyone NOT in their space and set-up by 8:45 a.m. on the day of the event will forfeit their space(s) and will not be refunded.
- Move your vehicle to a designated parking area as soon as you have finished unloading to allow other crafters access to the unloading area(s).
- All crafters are required to leave their displays up until 3:00 p.m. on the day of the event. Packing and/or leaving early is unfair to the other crafters and consumers.
- NO Booth sharing is allowed. NO Exceptions.
- NO REFUNDS will be given after August 31, 2023.
- You are not allowed to resell your booth if you are unable to attend.
- If you are unable to attend and need to cancel please notify the craft fair coordinator.
- Acceptable forms of payment include cash, check, or money order.
- Crafters are responsible for bringing adequate change. We will NOT be able to make change for you.
- The school's WIFI is not available however, we will try to provide guest access during the event but it will be limited. If you need internet access, you may want to provide your own hotspot service to ensure connectivity. Please note: There is limited cell phone reception in the school.
- Confirmation of your space will be emailed to you as soon as we receive and process your application. If you prefer a mailed copy please include a self -addressed, stamped envelope with your payment and application.
- Children MUST be accompanied and supervised by an adult at all times. There is not adequate space to allow for playpens behind your table.
- Be considerate to the vendors around you.
- Do not block doorways or aisles as this is a safety and fire hazard.
- Pattonville High School is a smoke and alcohol free environment. The use of (or selling) of tobacco or alcohol products is strictly prohibited on the school's property.
- Pattonville High School is a firearms/weapons free environment. The use of (or selling) of firearms/weapons is strictly prohibited on the school's property. You may not bring any weapons onto the school's property.

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Application:

- ❑ Returning Crafter - I would like the same spot I had last year: Y or N My Space was: _____
- ☐ New Crafter
- ❑ Direct Sale Company Name: _____

Describe the type of craft you sell: _____

Name (first & last):_____

Address:_____

City:_____ State:_____ Zip:_____ Phone #:(_____)_____-_____

Email:_____

Check the appropriate option, indicate the number of spaces needed, and calculate the balance due.

Cafeteria, Commons, Multipurpose Rooms, Low Ceiling Room, and Outdoor Spaces **Fee**

- ❑ $65.00 per space if reserved on or by November 1, 2023
  I need _____ space(s) x $65 $_____
- ❑ $70.00 per space with electric if reserved on or by November 1, 2023
  I need _____ space(s) x $70 $_____
- ❑ Add $10.00 Late Fee if it is after November 1, 2023 $_____
- ❑ I will provide my own table(s) and may deduct $10 per space from my fee $_____

Balance Due $_____

East Hallway, West Hallway, and Gym Lobby **Fee**

- ❑ $60.00 per space if reserved on or by November 1, 2023
  I need _____ space(s) x $60 $_____
- ❑ $65.00 per space with electric if reserved on or by November 1, 2023
  I need _____ space(s) x $65 $_____
- ❑ Add $10.00 Late Fee if it is after November 1, 2023 $_____
- ❑ I will provide my own table(s) and may deduct $10 per space from my fee $_____

Balance Due $_____

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I have included the following form of payment:

- ❑ Cash
- ❑ Check
- ❑ Money Order

Make checks and money orders payable to: Pattonville High School Band Booster Association

Mail payment and application to:

Pattonville Band Boosters Association
℅ Craft Fair
177 Weldon Parkway #1634
Maryland Heights, MO 63043

I have read and will abide by the Pattonville High School Band Boosters Association Rules as noted on this application.

Signature: _____ Date: _____/_____/_____

For Coordinator Use Only

Application Received _____

Application Processed _____

Assigned Booth # _____

Payment Information

Check # _____

Money Order # _____

Amount Received # _____

Balance Owed _____

Credit Owed _____