

 **2017 Perry Hall High School PTSA Winter Arts & Craft Fair** 

**Registration Form**

Exhibitor(s) \_\_\_\_\_ Business Name \_\_\_\_\_  
 Mailing Address \_\_\_\_\_ Phone (h) \_\_\_\_\_ (c) \_\_\_\_\_  
 E-mail \_\_\_\_\_ Business Website \_\_\_\_\_

**Type of Business** (Please select one):

**DIRECT SALES COMPANIES:** Name of Parent Company: \_\_\_\_\_

**CRAFTERS\*: Medium:** Please check the medium that is closest to the items sold:

Painting: \_\_\_\_\_ Fiber (crochet/knit/sewing): \_\_\_\_\_ Glass: \_\_\_\_\_ Jewelry: \_\_\_\_\_ Photography: \_\_\_\_\_ Floral: \_\_\_\_\_

Other (Please be specific): \_\_\_\_\_

*\*All items must be produced by artist/crafter and not mass merchandised or considered flea market items.*

**Event Program** (All participants are named in the program with booth number and description.)

Business name: (Max. 30 characters, including spaces) \_\_\_\_\_

Brief description: (Max. 140 characters, including spaces) \_\_\_\_\_

Have you previously been an artisan/vendor for a PHHS PTSA Craft Show? \_\_\_\_\_ Years: \_\_\_\_\_

Where did you hear about the Winter Arts & Crafts Fair? \_\_\_\_\_

Special Needs or Requests: \_\_\_\_\_

<b>Booth Sizes &amp; Fees</b>						Size	Fee	Paid
<b>*Pick Your Own Space*</b> For a limited time, select up to 5 booth numbers from the gymnasium floor plan provided. If all selected booths are unavailable, the closest booth will be assigned. Once all gymnasium booths are filled, vendors will be assigned a booth in the cafeteria. <b>UPDATE 10/3/17: ONLY SMALL SPACES REMAIN IN THE GYM. ONCE THE GYM IS FILLED, THE CAFETERIA WILL HAVE SMALL &amp; LARGE SPACES ONLY.</b>						<b>Small (8'x6')</b>	\$35.00	\$
						<b>Large (8'x10') IN CAFETERIA</b>	\$50.00	\$
						<b>Large with electric</b>	\$60.00	\$ sold out
						<b>Xlarge (8'x14')</b>	\$75.00	\$ sold out
						<b>Xlarge with electric</b>	\$85.00	\$ sold out
Space Number	1)	2)	3)	4)	5)			
<b>Extras</b>								
<i>Exhibitors must provide their own display/booth materials and equipment, including tables and chairs. A limited number of tables and chairs are available to rent for a fee.</i>						6' Table	\$10.00	\$
						Chair	\$5.00	\$
<b>Advertisement</b>								
<i>A business card, logo or graphic AND specific instructions on appearance must be included with this registration form at the time it is submitted.</i>						1/4 Page	\$12.00	\$
						1/2 Page	\$20.00	\$
						Full Page	\$35.00	\$
						<b>Total</b>		<b>\$</b>

To reserve your space, complete the application in full and return it with a check made payable to: **PHHS PTSA CRAFT FAIR, 4601 Ebenezer Road, Perry Hall, MD 21236**. Applications that are not signed and initialed in the appropriate areas under the terms and conditions will not be processed and will be returned.

**I acknowledge that I have read and agree to the Terms and Conditions on the opposite side of this contract and initialed in the appropriate spots confirming that I will conform.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

For more information, view our Frequently Asked Questions at [www.phhsptsa.org](http://www.phhsptsa.org). If you still need assistance, email [craft.fair@phhsptsa.org](mailto:craft.fair@phhsptsa.org) or call 443-653-6196.

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PTSA Use Only: Date Rec'd \_\_\_\_\_ Check \_\_\_\_\_ Amount \_\_\_\_\_ # \_\_\_\_\_ Elec \_\_\_\_\_ Tbl \_\_\_\_\_ Booth # \_\_\_\_\_

**Perry Hall High School PTSA  
December 3, 2017 Winter Arts & Crafts Fair  
Terms and Conditions**

The Perry Hall High School PTSA is hosting a Winter Arts & Crafts Fair on December 3, 2017 from 11:00 AM to 4:00 PM. Advance reservations are required to participate in the craft show. Please note the following requirements, rules and regulations:

1. We reserve the right to refuse exhibition of any materials inappropriate for a PTSA/school sponsored event. Baltimore County Public Schools regulations prohibit alcohol or tobacco on any school property or grounds.
2. No food products to be consumed on the premise are to be sold or given as samples. \_\_\_\_\_ (initial here)
3. Only handcrafted items may be sold. All items must be produced by artist/crafter and not mass merchandised. This does not include items sold by vendors such as Avon and Cookie Lee, which are pre-approved.
4. No flea market items! Any vendor exhibiting flea market items will be dismissed from the show. No buy/sell items!
5. The use of candles, votive candles, or any open flame is ABSOLUTELY NOT permitted. Open flame or electric cooking utensils, hot plates, griddles, etc. are not permitted.
6. All spaces are either small (6'x8' or 8'x6'), large (8'x10' or 10'x8') or xlarge (8'x14' or 14'x8'), with the longest side, in most cases, being the one on the aisle giving you maximum aisle exposure, however you may reserve two side-by-side spaces. Please refer to the map for the exact layout.
7. You must bring your own table, chairs and displays. A LIMITED number of 6' tables and chairs are available for use during the event for a fee and must be reserved and paid for at the time the contract is submitted.
8. Tents, EZ ups or similar structures are prohibited!
9. Special Requests: We will do our best to accommodate special requests. Booth assignment is on a first-come, first-serve basis. You will be notified if we are not able to accommodate your request.
10. Check-in begins at 8:45 AM on the day of the event. AFTER checking in, vehicles may be unloaded at the Fine Arts Lobby or behind the building. Please be respectful of others and do not block entrances or ramps. Vendors are expected to follow ALL signage and commands given by the traffic coordinators. After you transport your items into the building, all vehicles must be moved to the far side of the parking lot. \_\_\_\_\_ (initial here)
11. If by 10:30 AM you have not shown up, we reserve the right to assign another crafter to your space. No refunds will be \_\_\_\_\_ given. (initial here)
12. All displays must be set up by 10:45 AM. All tables are to be attractively covered. No packing cartons are to be visible. You must maintain your display until 4:00 PM, unless you have totally sold out of items. No packing up until the show closes (4PM). \_\_\_\_\_ (initial here)
13. All booth spaces will be clearly marked with painter's tape and must remain intact during the event. All displays, tables, chairs, merchandise, etc. must remain inside the assigned booth area. \_\_\_\_\_ (initial here)
14. Crafters are responsible for cleaning their space after the show and must be cleared from the premises by 5:00 PM. NO EXCEPTIONS! \_\_\_\_\_ (initial here)
15. If you need to cancel for any reason, we will attempt to fill your space once the show has sold out. If we are successful, we will refund your money AFTER the event. Cancellation notifications must be made directly to the Craft Fair Coordinator (craft.fair@phhsptsa.org) at least 48 hours before the day of the Craft Show.
16. Should Baltimore County Public Schools cancel activities, countywide or just at PHHS, scheduled for the day of the event, the Craft Fair will be canceled. Your registration fee will NOT be refunded, but will be considered a donation to the PHHS PTSA.
17. Failure to comply with the Terms and Conditions of this contract are grounds for dismissal from the event and may result in not being allowed to participate in future events. \_\_\_\_\_ (initial here)
18. PHHS PTSA reserves the right to refuse any application.

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*\*Please note: We are experienced and well organized; however, this is a volunteer activity. We receive MANY emails regarding the craft show. We will do our best to respond promptly, PLEASE DO NOT CALL THE SCHOOL you may contact us at 443-653-6196. Preferred method of contact is email!*

In consideration for receiving permission to participate in the PHHS Winter Arts & Crafts Fair event, the Vendor hereby releases, waives, discharges and covenants not to sue The MARYLAND STATE PTA - (PERRY HALL HIGH SCHOOL PTSA), its agents, volunteers, or officers from any and all liability, claims, demands, actions and causes of action whatsoever arising out of or related to any loss, damage, or injury, including death, that may be sustained by the Vendor, or any of the property belonging to the Vendor whether caused by the negligence of the Vendor/Releaser, or otherwise, while participating in such activity, or while in, on or upon the premises where the activity is being conducted.

I am fully aware of the risks involved and hazards connected with the PHHS Winter Arts & Crafts Fair and I hereby elect to voluntarily participate in said activity with full knowledge that said activity may be hazardous to me and my property. I voluntarily assume full responsibility for any risks of loss, property damage or personal injury, including death, that may be sustained by me or any loss or damage to property owned by me, as a result of being engaged in such activity, whether caused by the negligence of Vendor/Releaser or otherwise.

I further hereby agree to indemnify and hold harmless the Perry Hall High School PTSA, its agents, volunteers and officers from any loss, liability, damage or costs, including court costs and attorney fees, that they may incur due to my participation in said activity, whether caused by negligence of Vendor/Releaser or otherwise.

I understand that the Perry Hall High School PTSA does not provide any insurance coverage for vendor participants for any circumstances arising from their participation in this event or any activity associated with or facilitating that participation. As such, I am aware that I should review my own insurance portfolio. Signature \_\_\_\_\_ Date \_\_\_\_\_