



# 2016 Holiday Craft Fair

## C.S. Porter Middle School

### Saturday, December 3<sup>rd</sup> 10-4 pm

*Calling all local artists, crafters and sellers of wares...*

The CS Parent Council is pleased to offer the opportunity to display and sell items at the 2016 Holiday Craft Fair. **All proceeds will go directly back to support the students and teachers of CS Porter.**

**APPLICATION DEADLINE: Friday, November 18<sup>th</sup> by 3:00 p.m.**

#### **Booth Requirements and Sales Guidelines**

- ALL booth sizes are 10' x 10' (Booth fee includes breakfast and lunch)
  - Booth \*WITH electricity = \$50.00
  - Booth WITHOUT electricity = \$40.00

\*There are a very limited number of booth spaces with electricity;
- If you are allotted a booth with electricity, please provide your own extension cords
- Booth structure must fit in assigned space. Booths are prohibited from extending into aisles or neighboring booth spaces.
- Food must be made in a commercial kitchen or must have bake sale permission from the health department.
- No open flames are allowed.
- Vendors must donate one item as a raffle prize to be collected when you check in.
- Vendors must remain for the duration of the fair from 10:00 a.m. to 4:00 p.m.
- Booth fees can be shared if you would like a smaller booth space.

#### **Selection Process**

- Booth space is limited...Apply Early!
- An application does not guarantee a spot. Your booth fee will be refunded if you do not get a spot. Participation is determined by a craft fair committee. The craft committee has the right to not allow a vendor for any reason.
- **Vendors who do not pay their booth fee by the deadline will forfeit their space.**
- No-shows the day of the show will not receive their booth fee back.
- Cancellations must be made by the application deadline, November 18<sup>th</sup> by 3pm.

#### **Accommodations**

- The vendor is responsible for unloading, set-up and take-down. We are not in a position to provide physical assistance due to school liability issues.
- Set-up time is from 8 a.m. to 9:45 a.m. Please be ready to welcome customers by 10:00.
- We do not provide electrical cords, carts, tables or storage.
- We do not provide "boothsitters".
- A complimentary vendor lunch will be provided.
- CS Porter and the Parent Council are not responsible for lost, broken or stolen items.



**For questions or inquiries, please contact:**

Shannan Sproull – [shannancristine@yahoo.com](mailto:shannancristine@yahoo.com) or call 406-214-4130

Or Porter FRC – [porterfrc@mcps.12.mt.us](mailto:porterfrc@mcps.12.mt.us) or call 406-728-2400 ext 4613 or 406-728-2400 ext 4602



**Please complete the enclosed application and  
return it, with your booth fee, to CS Porter Middle School**

**CS Porter Holiday Art Fair**  
**December 3<sup>rd</sup>, 2016**  
**10:00 a.m. – 4:00 p.m.**

**APPLICATION DEADLINE: Friday, November 18<sup>th</sup>, 2016 - 3:00 p.m.**

*Yes please...I want to participate in this wonderful event!*

☐ **I would like to reserve a 10' x 10' space WITHOUT electricity -- \$40**

☐ **I would like to reserve a 10' x 10' space WITH electricity\* -- \$50**

*\*there are a very limited number of spaces with electrical outlets; submit your application early! Breakfast and lunch are provided*

### **Contact Information**

Name of Person Responsible for Booth:		
Name of Business:		
Description of Product:		
Mailing Address:		
City:	State:	Zip:
Phone 1:	Phone 2:	
Email:		
Name (s) of Additional Person(s) if Sharing Booth:		

**For questions or inquiries**, please contact Shannan Sproull at [shannancristine@yahoo.com](mailto:shannancristine@yahoo.com) or call 406-214-4130 or Erica Ramsey at [porterfrc@mcps.12.mt.us](mailto:porterfrc@mcps.12.mt.us) or call 406-728-2400 ext 4613 or Michelle at 406-728-2400 ext 4602

### **Payment Information**

A booth fee of **\$40 or \$50** must be enclosed with the application. Booth spaces will be reserved based on completed and paid applications. Make check or money order payable to: CS Porter Parent Council.

I UNDERSTAND BOOTH SPACE IS LIMITED FOR EACH FAIR. I UNDERSTAND ACCEPTANCE IS DETERMINED BY A SELECTION COMMITTEE AND THAT THEIR DECISION IS FINAL I HAVE READ ALL OF THE ENCLOSED INFORMATION AND AGREE TO THE RULES AND CONDITIONS. I RELEASE AND HOLD HARMLESS THE MCPS OR PARENT COUNCIL AND MEMBERS FROM ANY CLAIM FOR INJURY, DAMAGE, OR LOSS AS A RESULT OF PARTICIPATION IN THE ART FAIR.

Print Name

Sign Name

Date

### **Return completed application to:**

CS Porter Middle School, Attn: Erica - FRC, 2510 W. Central Ave., Missoula, MT 59804

**FOR OFFICE USE:**

DATE RECEIVED \_\_\_\_\_

BOOTH FEE \_\_\_\_\_ CHECK-IN PRIZE \_\_\_\_\_