

# ST. JOSEPH REGIONAL HIGH SCHOOL CRAFT SHOW VENDOR APPLICATION

NAME: \_\_\_\_\_ SALES TAX # \_\_\_\_\_

ADDRESS: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

TYPE OF CRAFT: \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_

**PHOTO REQUIREMENT:** Please submit 10 photos of your work with 1 photo of your complete display (booth) of all the crafts you will sell. A self-addressed, stamped, legal size (#10) envelope must be enclosed with the completed application. Please print your name on the back of each photograph to assure proper return.

## I AGREE TO ABIDE BY THE FOLLOWING RULES & REGULATIONS.

1. All items that are displayed and sold are hand crafted by the exhibitor.
2. The school reserves the right to reject any application or remove at any time from our mailing list, any craft person whose items it feels are not hand crafted, are in poor taste, are inappropriate for the show, or does not follow the rules and regulations.
3. The exhibitor will be responsible for the collection of and accounting for appropriate sales tax as required by law.
4. The exhibitor will be solely responsible for their table and craft items.
5. All crafts and all displays must remain within the confines of the area rented. That includes the whole display. No part of the display may be outside the marked area. If display exceeds the size of the space you will be asked to adjust your display to fit within the confines of the space. If you do not comply, your name will be removed from the mailing list and not invited back. Spaces are 10' long and 7' deep. A space in the corridor is 12' long and 4' wide.
6. All crafters exhibiting in the corridors **must have their tables against the wall or the display must conform to a "U" shape so the customers can step into the space.**
7. The exhibitor must utilize a professional looking display, including table coverings and storage of packing materials, etc. out of sight.
8. The exhibitor must be fully set up by 9:30 AM and must remain open until closing. Early removal of merchandise & display will result in elimination from future shows.
9. No duck (silver) tape may be used on the gym floor.
10. **NO SMOKING** is allowed in the school building.

**40 CHESTNUT RIDGE ROAD - MONTVALE, NJ 07645 - (201) 391-2099**

11. Priority will be given to crafters who rent one (1) space per show. There are a limited number of double spaces sold for each show. **MAXIMUM SPACE RENTAL: Two (2)**
12. Rental of your space to another crafter is prohibited. If you can not attend a show, the Mothers' Guild should be notified. They will find an approved replacement.
13. Once a crafter has been juried for their particular craft, they may not change to or add a different medium. New crafts must be reviewed and approved by the Mothers' Guild.
14. Sharing a space with another crafter is prohibited unless approved by the Mothers' Guild. Both exhibitors must sign the contract.
15. To completely observe the parking regulations. Crafters are to park their vehicles in the gated parking lot closest the white office building. Leaving the main parking lots for the convenience of the customers.
16. The exhibitor will leave the rental space clean at the end of the show/sale with any debris placed in a trash container or in a disposable plastic bag.
17. **Refunds - No refunds will be issued for any reason within six weeks of the show date.**
18. The Mothers' Guild reserves the right to reject any contract. All decisions are final. Acceptance in one show does not guarantee acceptance in future shows
19. Change of space on day of set-up is prohibited. **NO EXCEPTIONS!** Special requirements must be stated on contract to be considered but does not guarantee that requirements fulfilled.
20. There are **NO** regular spaces. Space location may change for each show.
21. All crafters are required to check-in before setting up.

Signing of this application confirms the understanding that any Crafter found to be in violation of these regulations or agreements will not be offered a contract for the next craft show.

**CRAFTERS SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Please return this form to:

**The Mothers' Guild  
St. Joseph Regional High School  
40 Chestnut Ridge Rd.  
Montvale, NJ 07645**

Please keep one copy for your records