

Dear Crafter:

Thank you for your interest in our craft shows. We have three shows a year, one show in the spring and two in the fall. Our shows range in fees from \$85 to \$185 depending on the show. The spaces are 10' x 7'. In the corridors the spaces are 18' x 4' where the tables must be against the wall or the display must conform to a "U" shape so the customers can step into the space.

We have enclosed two copies of our application. If you are interested in participating in our shows, please keep the copy of the application for your own records. Please sign and return the original application in the envelope provided. Within three to four weeks of receipt of your application the Mothers' Guild will review your photos and will advise you if you have been accepted and placed on the mailing list. Please be advised that being on the mailing list **does not** guarantee a rental space for any of the craft shows.

Sincerely,

THE MOTHERS' GUILD

Sue Scova

Sue Scova
Craft Show Coordinator

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 maybe 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.

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**

ST. JOSEPH REGIONAL HIGH SCHOOL MOTHERS' GUILD CRAFT SHOW

POLICIES & GUIDELINES

PURPOSE OF CRAFT SHOWS

The Mothers' Guild of St. Joseph Regional High School sponsors and promotes five Craft Shows for the purpose of raising funds that are used by the Administration of the high school to further the high school's objective of providing quality education to young men in a spiritual environment.

The Mothers' Guild believes that buyers are attracted to high-quality merchandise that is displayed in an interesting and appealing manner.

The increasing demand for space by crafters and the need to maintain high standards of excellence of the Craft Shows require the Mothers' Guild to establish policies and guidelines.

POLICIES AND GUIDELINES

1. All merchandise offered for sale must be hand-crafted by the exhibitor. Priority will be given to high quality, unique crafts and to exhibitors that display their merchandise in a tasteful, appealing manner that conforms strictly to the rented space. The exhibitor must utilize a professional looking display, including table coverings and storage of packing materials, etc. out of sight.
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 Policies and Guidelines.
3. The exhibitor will be responsible for the collection of and accounting for appropriate sales tax as required by law.
4. Priority will be given to crafters who rent one (1) space per show. There will be a *limited* number of double spaces available at each show.
5. The exhibitor will be solely responsible for their table and craft items.
6. All crafts and displays (including tents) must remain within the confines of the rented area. No part of the display may be outside the marked area. If the display exceeds the size of the space you will be asked to adjust it to fit within the space. If you are unable to do so, you will be asked to leave and your name removed from the mailing list and your fee forfeited.
7. All crafters exhibiting in the corridors must have their tables against the wall or the display must conform to a "U" shape so the customer can step into the space.
8. The exhibitor must be fully set up by 9:30 AM and must remain open until closing. Early removal of merchandise and display will result in elimination from future shows.
9. Rental of your space to another crafter is prohibited. If you can not attend the show, the Mothers' Guild should be notified. They will find an approved replacement.
10. **Refunds** - No refunds will be issued for any reason within six weeks of the show date.

11. 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.
12. Sharing a space with another crafter is prohibited unless approved by the Mothers' Guild. Both exhibitors must sign the contract.
13. All crafters are required to check-in before setting up.
14. Change of space on day of set-up is prohibited. NO EXCEPTIONS. Special requirements must be stated on contact to be considered but does not guarantee that requirements will be satisfied.
15. The exhibitor will leave the rental space clean at the end of the show. Do not leave empty boxes or bags of trash in your space. Any debris should be placed in a trash container or a disposable plastic trash bag (**please bring with you**) and placed in a trash container or in the outside dumpster at the side of the building, catereria side. Please break-up any empty boxes and place in dumpster or take them with you.
16. All exhibitors are to park their vehicles in the gated parking lot adjacent the white office building. Leaving the main parking areas available for the customers. Anyone found violating this policy will not be invited to future shows.
17. NO SMOKING is allowed in the school building.

APPLICATIONS AND RENTAL CONTRACTS

- 18.1 A completed Craft Show Vendor Application must be submitted to the Mothers' Guild prior to acceptance onto the craft show mailing list.
- 18.2 The application must be accompanied by photographs or slide of the hand crafts to be exhibited along with any written descriptions.
- 18.3 A Craft Show Contract will be sent to exhibitors whose crafts have been approved and names authorized to be included on the craft show mailing list.
- 18.4 Space (no more than two per exhibitor) will be rented to a qualified exhibitor upon acceptance of a complete contract that is accompanied by full payment of the rental fee. The Mothers' Guild can not guarantee a space for every contract that is returned to them.
- 18.5 Contract will be opened a week after the original mailing date to provide ample time for crafters residing out-of-state to return contract. Any contract postmarked after the contract deadline will be rejected.
- 18.6 Exhibitors will be advised by postcard of confirmation of the receipt of the contract and rental fee. Exhibitors unable to participate in the show (due to lack of rental space) will have their contract and rental fee returned. 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.
- 18.7 Exhibitors will receive confirmation of location one month prior to show date.

QUALITY CONTROL COMMITTEE

- 19.1 All exhibitors/crafters will be privately rated by a Quality Control Committee of the Mothers' Guild at every Craft Show.
- 19.2 Written notification will be sent to the exhibitor who will not be invited to future shows. The notification will provide reason(s) for any such decision and explain an appeal process that will be provided to further consider the decision of the Quality Control Committee.