



REGISTRATION FORM

CLASS Academy Arts & Crafts Fall Fair

CLASS Academy Gym

Saturday, October 19, 2019

10:00 am to 3:00 pm

270 Ohio River Blvd.
Baden, PA 15005
Phone: 724-869-2222
www.theventionnetwork.org

Experience A Fresh Start. Your Future Begins Here.

Arts & Crafts Fair Vendor Application Form

The Prevention Network & CLASS Academy is hosting its 2018 Arts & Crafts Fair. This event raises money for CLASS Academy Students. CLASS Academy is an approved private school for at-risk students serving Southwestern Pennsylvania students grades 7-12. Our goal is to give our local artists a way to showcase and sell their arts & crafts. With your help and the help of the community, we will be able to create a wonderful fair. Please fill out the form if you would like to participate in our show. Also, feel free to tell any other craft creators you feel may want to participate in our show.

VENDOR INFORMATION:

Vendor Name: _____

Mailing Address: _____

Phone: _____ Email: _____

Website: _____ Facebook: _____

Instagram: _____ Twitter: _____

Individual contact information:

Full Name: _____ Title: _____

Email: _____ Mobil Phone: _____

Product Category:

- Fine Art Handmade Jewelry Local Artist Craft Clothing
 Fabric Art Baked Goods Books Pottery Woodworking Dolls
 Cards Canvas Art Illustrations Other _____

Please return completed form to:

Tracy Bukoskey, Secretary to the President & CEO
The Prevention Network & CLASS Academy
270 Ohio River Boulevard, Baden, PA 15005
(724) 869-2222 ext. 211 or t.bukoskey@theventionnetwork.org

Like us on Facebook <https://www.facebook.com/ThePreventionNetwork/> to receive updates on the Arts & Crafts Fall Fair!



REGISTRATION FORM (page 2)

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List of items to be sold: _____

Any special needs/requirements: _____

- Each exhibitor will receive a 8' X 6' indoor space and 2 chairs For **\$25.00**:
- Table rental: **\$10**
- Electricity is available on a limited, first come/first serve base. Electrical power will be provided to those tables who pay an additional **\$10**. Vendors to provide their own electrical cords and lights.

PLEASE COMPLETE THE BELOW SECTION:

Do you require electricity (Please check) ? yes no

Registration: \$25.00 = _____

Table Rental: \$10.00 = _____

Electrical: \$10.00 = _____

Total Registration Fee: \$ _____

For your application to be considered, the following must be included:

- The completed vendor application form
- The signed Terms and Conditions document
- Mail or email photographs, images or web link of your products
- Payment: Method of Payment: Check Credit/Debit Card Cash

Total Payment Enclosed: _____

Credit/Debit Card #: _____ **CVC#** _____ **Exp. Date:** _____

Card Holder's Signature: _____

We must receive the completed Registration form and payment no later than **SEPTEMBER 20, 2019**



REGISTRATION FORM (page 3)

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By completing the Arts & Crafts Fall Fair registration, you are certifying that you have read the Terms and Conditions, and will adhere to all rules and policies herein.

Printed Name: _____ **Signature:** _____

Thank you for joining us for CLASS Academy's first annual Arts & Crafts Fall Fair. Your registration will be confirmed by email within **two weeks** of the time we receive it. Please contact us if you have not received our notification .

For questions or to receive further information, please email Tracy Bukoskey at t.bukoskey@thepreventionnetwork.org

Please note we must receive the completed Registration form and payment no later than **SEPTEMBER 20, 2019.**

Please complete all forms and return to:

Tracy Bukoskey, Secretary to the President & CEO
The Prevention Network & CLASS Academy
Arts & Crafts Fall Fair
270 Ohio River Blvd.
Baden, PA 15005

Or email: t.bukoskey@thepreventionnetwork.org

Please note: If the paperwork is emailed, the application will not be active until payment is received

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OFFICE INTERNAL OFFICE USE ONLY:

Date Registration received: _____ **Payment received:** _____

Payment Method: _____ **Check #:** _____

Date Confirmation emailed: _____ **Space # Assigned:** _____

Please review the Terms and Conditions below for the event. This document is for your record and review.

Terms and Conditions:

- 1. Setup/Break down:** All exhibitors must be set up and **ready to sell by 9:30 am** the day of the Arts and Crafts Fair. Exhibitors may begin setting up at 8:00 am, the morning of the fair. Break down may not start any sooner than 3:00 pm on Saturday and must be complete by 4:00 pm. No vendor is to close before the official closing time. Sellers are responsible for their selling spaces; before leaving, be sure your area is clean and trash free.
- 2. Staffing:** Exhibitor tables must be manned at all times and intact until the fair closes at 3:00 pm. The Prevention Network & CLASS Academy is not responsible for merchandise or display materials.
- 3. Exhibitor Items:** If participating as a crafter, The Prevention Network & CLASS Academy reserves the right to have items removed that are considered not appropriately handmade. Items cannot be simply purchased for resale.
- 4. Exhibitor Responsibility:** Exhibitor will be fully responsible for any loss or damage to their property by theft, fire or casualty. The Prevention Network & CLASS Academy expressly disclaims any responsibility for same. Exhibitor shall be responsible for any damage which may be incurred to the facilities as a result of or in connections with its operations. Each exhibitor is responsible for the conduct of his employees and/or representatives and activities must not detract from the image or welfare of the fair.
- 5. Exhibitor Spaces:** Exhibitors spaces will be assigned. Placement, flow and competition will be taken into consideration to provide the best experience for fair attendees. If you have special space needs, please include your request with your registration and we will make every effort to accommodate you. Spaces are reserved on a first-come first-serve basis. Vendors must ensure that none of their display equipment extends beyond the space assigned; this includes any rails, stands or additional equipment.
- 6. One Business per table:** Only one (1) business per table; space may not be sublet or shared without prior approval of an authorized staff of The Prevention Network & CLASS Academy.
- 7. Acceptance:** The Prevention Network & CLASS Academy reserves the right to decline any registration for space if it deems such action to be in the best interest of the Arts & Crafts Show.
- 8. Payment:** The full payment is non-refundable registration fee for the selected space is due with the submission of the agreement.
- 9. Electricity:** Electricity will be available as a first-come, first-serve basis, as electricity is not available at all areas. Electrical service requires an additional fee. Outlets are not guaranteed; extension cords and lights are not included in the \$10 fee.
- 10. Music:** The Prevention Network & CLASS Academy will provide music throughout the space.
- 11. Tables:** Please note that each exhibitor will have the use of (2) chairs throughout the fair. However, there is a **\$10 fee** to rent an 8' table (no exceptions). If you will be needing a table please note it on your registration form.
- 12. Cancellation of space:** Registration fees are not refundable. The Prevention Network & CLASS Academy is not liable if weather or other conditions prevent the Exhibitor from attending and fulfilling the contractual obligation as an exhibitor. No refunds will be made for weather, accident, health or other causes for non-participation.
- 13. Indemnification:** Exhibitor agrees to indemnify and hold harmless The Prevention Network & CLASS Academy from and against any loss, expense, claims, damages, causes of action, injuries, suits or damages, suits to person or property, including attorney's fees, arising out of or related to the operation of the exhibitors at the Arts & Crafts fall fair.