

# 2023 GREEN BAND HOLIDAY CRAFT SHOW

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## ALWAYS THE FIRST SATURDAY IN NOVEMBER

Saturday, November 4, 2023 from 9:00 am-3:00 pm

Deadline for returning vendors to reserve their booths is March 31, 2023. After that, NEW vendors will be added to the show and any returning vendors submitting their contracts after this date, are not guaranteed the same booth space.

This is now a juried show. We decide on what is needed in our show based on the contracts submitted. We require all NEW vendors to provide pictures along with their contracts. You can send pictures to [ghsbandholidaycraftshow@gmail.com](mailto:ghsbandholidaycraftshow@gmail.com) and please note on special requests that you sent pictures. We will look at direct sales products only if they can fit into our layout and vision for the craft show.

## GREEN BAND BOOSTER HOLIDAY CRAFT SHOW CONTRACT

This contract **MUST** be signed and **INCLUDED** with attached application and payment

### 1. Rental fee of \$75 per booth. Booths are an average of 8ft x 5ft.

- a. This fee is **non-refundable** for any circumstance.
- b. **INCLUDES ONE** business card size advertisement per vendor (vendor must provide business card when submitting contract) in our new program that will be given to all customers upon arrival at the show.
- c. Spaces are 8ft long for a single space, 16ft for double, 24ft for triple and 32ft for quadruple.
- d. There is **ONE** 8ft table per 8ft booth. Any deviations to this rule, must be approved by the craft show coordinators prior to the day of the show.
- e. If you require electricity for your display, you must bring an extension cord and surge protector to access the electricity in your area. Electricity may not be right at your booth. Electricity cannot be run across walkways anywhere in the building for safety reasons. Booths with electric will be given first to vendors who are accepted into the show who need electric for their displays.
- f. There must be a 2 ft open area on the end of each booth for fire regulations. Also, if your booth is located in a hallway with an exit, please set up to one side, leaving at least 2ft between your table and the wall.
- g. 2 chairs are included per booth and must be requested on the application.
- h. A waiting list will be established when we have a full show. We will call vendors from this list **ONLY** when we have an opening. Do not show up at the show unless we have called you.
- i. Each **NEW** vendor or **vendor who misses a year or more MUST send pictures** of your craft or artwork, plus one of your booth set up **with your application**. These pictures can be printed on printer paper or emailed to the vendor coordinator. Pictures help in placement and limiting like items to the show and in the area you are placed.
- j. **We will not hold returning vendor booths after the March 31, 2023 deadline.**
- k. **Payment for booths must be made in full. We will not accept deposits.**

2. Specialty gift basket sets with coffee/teas, cookies, candles, lotions, spices, bread mixes, etc. are acceptable handmade items. We will accept direct sales vendors based on a juried acceptance and what fits with our vision for the show.

3. Vendors may sell homemade specialty items such as pumpkin rolls, nut rolls, cookie trays, baklava, etc. however all ingredients must be listed on the table and on the packages or given to consumers in a paper form when purchasing.

4. Entry to the school for setting up will start at 6:30 am on Saturday.

- a. We are not permitted to have Friday evening set-ups.
- b. Set-ups must be completed by 8:45 am on the day of the show.
- c. No early breakdowns are permitted before 4 pm.

5. All tables must be skirted to the floor. Please make sure your table cloths follow these guidelines. If you need a link to purchase a tablecloth that follows these guidelines, please check your confirmation email for the link or contact the vendor coordinator.

6. No lattice or tall displays over 6ft are allowed for safety reasons.

# 2023 GREEN BAND HOLIDAY CRAFT SHOW

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7. No children under twelve are permitted behind the tables. Any exceptions will need to be approved by the craft show coordinators in advance.
8. Band representatives and/or school personnel reserve the right to ask any vendor to leave the grounds if rules and regulations of the school are not met. This includes any confrontations between sponsors, crafters, school personnel, band students and/or customers. Refunds will not be made to vendors.
9. We reserve the right to ask you to remove any items we find objectionable, if your items are not displayed properly in your booth space or if your booth is set up in a way that may cause a fire hazard.
10. **NOTHING** can be glued, taped, or tacked on the walls or the floor. **IF THIS HAPPENS, YOU WILL NOT BE ALLOWED BACK.**
11. Vendor Licenses are your responsibility.
12. No burning of candles will be permitted.
13. No smoking or alcoholic beverages are allowed on the school grounds.
14. We will have band students and band boosters available throughout the day to assist crafters. They can be utilized for loading and unloading crafts before and after the show.
15. **WE NOW REQUIRE ALL VENDORS TO HAVE AN EMAIL FOR CONFIRMATION OF ACCEPTANCE AND FOR COMMUNICATION ABOUT THE SHOW.**
16. Please sign the form attached and return all 3 pages to  
Green Band Boosters  
% Valerie Schwartz  
1376 Medley Drive,  
North Canton, OH 44720

## **CONTRACT AGREEMENT AND LIABILITY RELEASE**

Please sign this contract/liability release and include it with your mailed application and payment made out to “**GREEN BAND BOOSTERS**” and mail to address above. To insure the timely process of your application **PLEASE DO NOT MAIL TO ANY PO BOX NUMBER LISTED ON THE WEBSITE OR TO THE HIGH SCHOOL’S PO BOX. PLEASE MAIL TO ADDRESS ABOVE.**

I agree and understand that Green High School, Green Band Boosters and volunteers, Green Band Students and Green Local Schools are not liable and/or responsible for any damage and/or injuries in assisting in transporting crafts, display units, and/or any items related to the Green Band Booster’s Holiday Craft Show.

I fully understand and agree to the terms and conditions of this contract and liability release.

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PRINTED NAME

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SIGNATURE

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DATE

**VENDORS DO NOT WRITE BETWEEN THESE LINES - FOR ADMIN USE ONLY**

# 2023 GREEN BAND HOLIDAY CRAFT SHOW

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BOOTH #s \_\_\_\_\_ ENTRY DOOR \_\_\_\_\_  
BUSINESS CARD SUBMITTED? \_\_\_\_\_ YES \_\_\_\_\_ NO  
\_\_\_\_\_ RETURNING \_\_\_\_\_ BOOTHS  
\_\_\_\_\_ NEW \_\_\_\_\_ PICTURES SUBMITTED \_\_\_\_\_ TABLES  
\_\_\_\_\_ ELECTRIC (Check only if needed) \_\_\_\_\_ CHAIRS  
\_\_\_\_\_ DATE RECEIVED \_\_\_\_\_ CASH \_\_\_\_\_ CHECK# \_\_\_\_\_  
\_\_\_\_\_ DATE CONFIRMATION SENT \_\_\_\_\_ WAITLIST

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## GHS BAND HOLIDAY CRAFT SHOW

### CONTRACT AGREEMENT - SATURDAY, NOVEMBER 4, 2023

Please return this form and contract with payment made out to **GREEN BAND BOOSTERS** along with pictures if you are new or have missed a year or more. We do not accept payment without contracts. You can access the contract online at [www.greenbandboosters.org](http://www.greenbandboosters.org) if you need a copy for yourself.

ARE YOU A RETURNING VENDOR? \_\_\_\_\_ (You participated in the 2022 show)

ARE YOU A NEW VENDOR? \_\_\_\_\_ (You did not participate in the 2022 show)

Please print pictures of your craft and booth setup and include with application.

Please **PRINT LEGIBLY** your name, address, email and phone number, plus company name.

COMPANY NAME (If applicable)

YOUR NAME (Please provide your name even if you have a company name.)

ADDRESS

CITY

STATE ZIP

PHONE

E-MAIL (You must have an email listed. Email is now required for all show communications.)

Please make all payments out to "GREEN BAND BOOSTERS"

NUMBER OF SPACE(S) \$75 each \_\_\_\_\_ NUMBER OF TABLES (\$15 each) \_\_\_\_\_

NUMBER OF CHAIRS (no charge) \_\_\_\_\_

DO YOU NEED ELECTRIC? YES \_\_\_\_\_ NO \_\_\_\_\_ TOTAL PAYMENT ENCLOSED \_\_\_\_\_

You must bring your own extension cord and surge protector. Electric may not be directly in your space.

WHAT IS YOUR CRAFT? (Even returning vendors.)

SPECIAL REQUESTS: There is no guarantee that we can accommodate your request, however we will do our best.

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