



St. Charles West Band

Ben Meyer, Director of Bands
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St. Charles West Administration

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**School District of the
City of St. Charles**
400 N. 6th St
St. Charles, MO 63301
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St. Charles West H.S.
3601 Droste Rd
St. Charles, MO 63301

**St. Charles West
Band Boosters**
2025 Zumbuhl Rd
St. Charles, MO 63303
www.scwestband.org

Greetings Vendor,

Enclosed in this packet you will find information, guidelines and application for the 2016 St. Charles West Band Craft Fair to be held on Saturday, December 10, 2016. There are many changes to the guidelines for this upcoming season's event, so please be sure to read through the information carefully before submitting your application.

I am grateful for the amount of feedback we received from those of you in attendance at our 2015 show. There were many positive compliments of the event, but what troubled me most were some of the negative remarks we received. While we will continue to strengthen our positives, I'm committed to eliminating the negatives as we make modifications to our show. After 30 years of operation, it is easy to become comfortable in our ways and this year it was apparent that some change is needed.

For many years we feel that we set the standard for how a high school organization should run a Craft Fair, but in talking to many vendors last December, I quickly realized that other local shows have surpassed us, raising the expectations from a vendors standpoint. I aim to bring our Craft Fair up to and exceed the standards set by other events you may attend. We took special care in listening to vendors suggestions and appreciate everyone's willingness to share their thoughts and opinions. If you plan to return, we can't wait to see you back. If last year left a not so desirable impression on you, we encourage you to return and give us another opportunity to show you a great event where you can find success.

Please continue through the packet of information to see the many changes that we plan to incorporate into our event. I believe in my band and my booster organization to be a hard working and dedicated group that will get behind this project to breathe new life into a show that has been successful for many years.

Thank you for your continued support of the St. Charles West Band.

Sincerely,

Ben Meyer
Director of Bands

www.scwestband.org
www.stcharles.k12.mo.us

Event Guidelines

Please read ALL INFORMATION as several changes have occurred in both the application process and event day procedures.

Fees and Deadlines

Early Bird Registration Deadline is Postmarked: **April 01, 2016**

Early Bird Registration Fee: **\$50**

Registration Fee after April 01, 2016: **\$55**

**This Early Bird deadline is an extension of the date originally listed in your packet from 2015.*

Concerning Returning Vendors and Location Assignments

All vendors please be advised, beginning in 2016 **we will no longer be using the Lower Gym Location for vendors.** We will be making more space available on the main level of the building. Because of this change, we have to make a slight modification in the way we honor location requests from returning vendors.

It is important to point out that returning vendors in the mezzanine and commons will have the option to keep their location from last year if registration and fee are submitted by April 01, 2016.

Vendors from the lower gym will be guaranteed a spot in the show if registration and fee are submitted by April 01, 2016. After processing requests from vendors who wish to keep their same location, all other vendor registrations will be processed and assigned in the order they are received with returning vendors receiving priority until April 01, 2016.

The map provided in the registration packet refers to each area of the building with a number. This number represents the order in which areas will be filled by assigning new vendors and those returning vendors who do not wish to have the same location as last year.

Be advised, locations with access to electricity are still limited, which may also factor into your placement. Lastly, vendors wishing to purchase multiple spaces, please be advised that we cannot guarantee this as an option after April 01, 2016. The chance of finding multiple spaces together will decrease as the event draws near and the enrollment grows.

New Product Screening Guidelines

All products whether commercial or homemade must meet the guidelines set forth by the St. Charles School District Board of Education. Though the policy does not specify sale of products through a sponsored sales fair, our administration has confirmed that this same criteria must be met in order for a product to be sold. If you have questions or would like to verify your product before sending your registration, please contact us using the information on the Registration Form.

It is NOT NECESSARY for RETURNING VENDORS to submit photos if you plan to sell the same product as last year. Returning Vendors should however review the Board Policy concerning appropriate products and must make certain that all products align with the policy. Failure to comply will result in your removal without refund. **New Vendors or returning vendors selling a new product must submit photos.** If you have a website, Facebook page or any other internet based display of your products, you do not need to send pictures. Please email a link to your electronic display to the email address listed on the Registration Form.

All vendors must sell only the items they disclose on their application. Commercial vendors such as Avon, 31 Bags, Tupperware, etc. are welcome, however we will only allow ONE (1) VENDOR selling these products on a first come, first served basis. **We define a commercial product as any product that is produced and branded by a manufacturer not owned by the vendor or sales representative.** We prefer that products sold are hand-crafted or homemade, but we realize that many commercial products fit the criteria of an Arts and Crafts item. The sale of these products will be at the discretion of the Coordinating Team. You will be notified upon receipt of your registration whether or not a vendor selling the same commercial product has already applied. In the event of multiple commercial product registrations, a waiting list will be established and you will be contacted if a vacancy becomes available. **Failure to disclose your commercial product or attempts to falsify your registration will result in your removal from the fair without refund.**

SCSD Board Policy

It is the intent of the district to operate a nonpublic forum and, except as allowed in this policy, advertisement is prohibited on district property. For the purposes of this policy, advertisement includes, but is not limited to, in-person solicitation; signage; verbal announcements using communication equipment; pamphlets; handouts; distribution through district technology; other distribution of information regarding products or services available or for sale; or the solicitation of information including, but not limited to, political campaigning. This policy does not prohibit speech in circumstances where it is protected by law.

General Rule

The district may control the content of advertising as allowed by law. Minimally, advertisement on district property or at district events may not include information or materials that:

1. Are obscene to minors.
2. Are libelous.
3. Are pervasively indecent or vulgar (secondary schools) or contain any indecent or vulgar language (elementary schools).
4. Advertise any product or service not permitted to minors by law.
5. Constitute insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion or ethnic origin).
6. Present a clear and present likelihood that, either because of their content or their manner of distribution, they will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities or will cause the commission of unlawful acts or the violation of lawful school procedures

Booth Instructions

All booth spaces measure 9 X 6 feet. All items must fit into the space provided including displays and storage. You may purchase additional booths if you require more space. We recommend an early registration if you plan to purchase multiple spaces.

Tables and chairs are NOT INCLUDED in your booth space rental fee. Vendors may either supply their own, or **NEW THIS YEAR, for an additional fee one (1) table (6 X 2.5 feet) and/or two (2) folding chairs will be placed in your booth prior to your arrival.** Only 100 tables are available on a first come/first serve basis. We have sufficient folding chairs to supply every vendor that pays the additional fee. Tables must be covered on the front and both sides to the floor. Please store all transport devices, storage containers, and personal belongings out of sight of the customers.

You will be supplied with a Booth Number Sign. This number must be displayed on your booth, as a map with coordinating numbers will be distributed to each customers as they enter the building. **On your registration form, please provide a short company or product title that we may also place on the customer map.** If a title is not provided, we will list the name of the vendor representative or a short description of items being sold i.e. bead jewelry, candles, quilts, etc.

Unfortunately, there are NO GUARANTEES for electricity. Please make certain to note on your application if you desire electricity. All efforts will be made to accommodate individual vendor needs, however only a limited number of electrical booths will be available. **We WILL NOT provide extension chords/surge protectors.**

Vendors are required to remain selling at their booth until 3:00pm. You may not begin to disassemble until 3:00pm.

Vendors are responsible for satisfying any tax and licensing requirements by the State of Missouri. A MO2360 Form will be provided for reporting purposes.

[Inclement Weather Information](#)

If inclement weather is forecast that threatens the cancellation of the Arts and Crafts Fair, every effort will be made to notify all vendors on Friday evening. However, please understand that this may not be feasible. **For weather updates, please check www.scwestband.org the night before the event.** If you do not have access to the internet, you can call 636-443-4247 for a voice recorded update.

In the event that the Arts and Crafts Fair is cancelled for any reason, it will be RESCHEDULED for the following Saturday, December 17, 2016. If a vendor does not choose to attend this rescheduled date, NO REFUND will be issued. If the reschedule date is cancelled, your application fee will be refunded or can be applied to reserve your spot for the 2017 Arts and Crafts Fair.

Absolutely no refunds will be issued if the vendor cancels after October 01, 2016.

[Peanut Free](#)

St. Charles West is a Peanut Free Zone. The sale of any product containing peanuts, peanut flour or that has been prepared in peanut oil is strictly prohibited. Items that were manufactured in the same facility as peanut products are permitted. Tree nut products are also acceptable. We appreciate your understanding and cooperation.

[Wi-Fi](#)

It is recognized that many vendors have increased their use of technology in the form of cellular phone applications and devices such as The Square to complete customer transactions. Unfortunately with the wide variety of devices and providers utilized and the unpredictability of the building's Wi-Fi capabilities, **we CANNOT GUARANTEE that individual vendor devices will function successfully.** It is recommended that all vendors have an alternate method for money transactions.

Hold Harmless Statement

By registering as a vendor in the St. Charles West Band Arts and Crafts Fair, I hereby release the St. Charles School District, St. Charles West High School, it's directors, officers, administrators, employees, and other agents from all liability for any and all injuries arising from my participation in said event. I further agree to indemnify and hold harmless the St. Charles School District, St. Charles West High School, it's directors, officers, administrators, employees, and other agents against any claims asserted by the vendor as a result of participation in this event.

Vendor assumes responsibility and holds harmless the St. Charles School District, St. Charles West High School, it's directors, officers, administrators, employees, and other agents from liability regarding lost, stolen or damaged property that the vendor has brought to the event. St. Charles West directors, officers, administrators, employees, and other agents including students will not be responsible for supervision of vendor property at any point during the duration of this event.

Vendor assumes responsibility and holds harmless the St. Charles School District, St. Charles West High School, its directors, officers, administrators, employees, and other agents from liability for any and all injuries arising from products and services sold by vendor representatives participating in the 2016 St. Charles West Band Arts and Crafts Fair.

The Board Policy of the City of St. Charles School District Board of Education governs conduct of visitors on district property. For your convenience, a section of Board Policy is included in your registration packet concerning criteria for appropriate products for sale in the St. Charles West Band Arts and Crafts Fair. The full list and description of Board Policy is available online and you are encouraged to review expectations for conduct while on St. Charles School District Property including consequences for failure to comply. You may find the full Board Policy at:

www.stcharles.k12.mo.us

[Left Menu] - "District"

[Drop Down] - "Board Policies"

Related Policy: SECTION K—SCHOOL-COMMUNITY RELATIONS

***Your registration submitted with payment serves as
an acknowledgement of this statement.***

St. Charles West Band Arts and Crafts Fair Building

ALL REQUESTS FROM RETURNING 2015 VENDORS FOR THE SAME BOOTH LOCATION WILL BE HONORED.

Vendor Relocation and New Vendor areas will be assigned in numeric order as shown below.

Please refer to the section entitled [Concerning Returning Vendors and Location Assignments](#) in the **EVENT GUIDELINE BOOKLET** for additional information.

