

Saturday, December 12, 2020 9:00_{am} - 3:00_{pm}

250 Crafter, Artisan & Vendor Booths Homemade Holiday Cookie Sale Attendance Prizes

St. Charles West High School
3601 Droste Road
St. Charles, Missouri
www.scwestband.org

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2020 Booth Rental

EARLY BIRD

SPECIAL



EACH BOOTH

\$55

BEFORE April 1st

\$60

AFTER April 1st

The trusty Postman can get your application through snow, ice and hail, but we sure can't receive it unless YOU put it in the mail!

Returning Vendors desiring to retain their 2019 Booth Space MUSTRETURN

their Application by the SEPTEMBER 1st

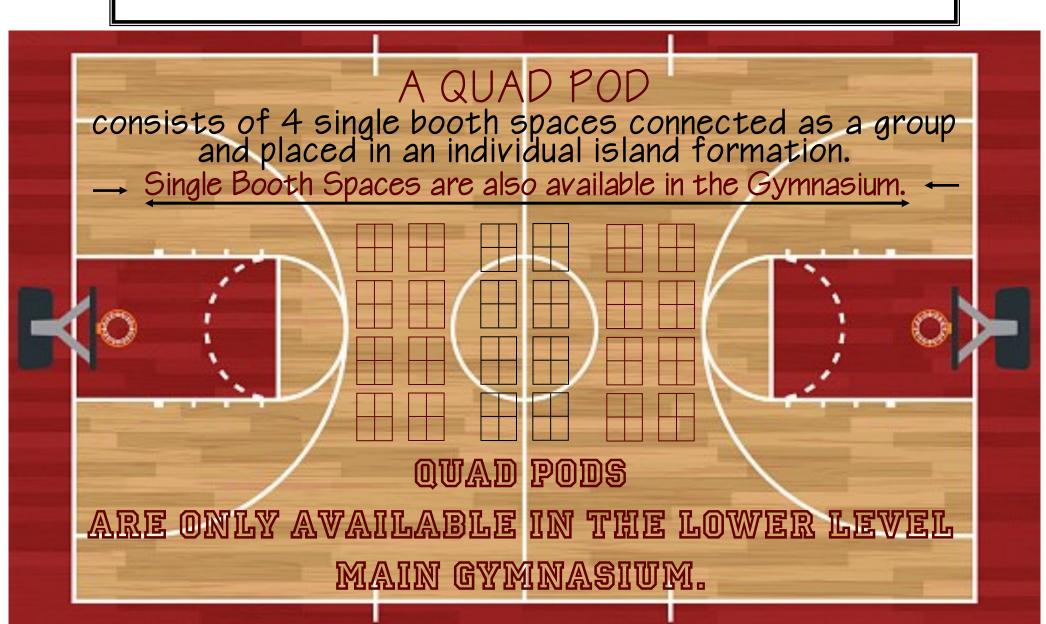
SEPTEMBER 1st
POSTMARK DEADLINE

Return your Registration Form & Payment to:

SCW Band Arts, Crafts & Vendor Fair 3601 Droste Road St. Charles, MO 63301

QUAD PODS

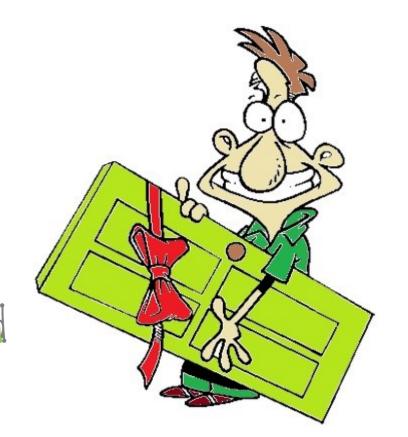
Located in the lower level Main Gymnasium, we have available a limited number of QUAD PODS.



All 2020 Vendors donating an item as a

DOOR PRIZE

will have their name placed in a drawing to win a



COMPLIMENTARY BOOTH

at the 2021 St. Charles West Band Arts, Crafts, & Vendor Fair!

St. Charles West Band 35th Annual

Arts, Crafts & Vendor Fair

Saturday, December 12, 2020 9:00am - 3:00pm

Event Guidelines



CONTACT INFORMATION

Coordinator: Barbara Bowlin 636-443-4225
Contact Email: scwcraftfair@gmail.com



St. Charles West Band



Arts. Crafts & Vendor Fair

Saturday, December 11, 2021 9:00am - 3:00pm



Applications are available beginning Monday, February 01, 2021 scwestband.org

> If you desire additional information please contact us at www.scwcraftfair@gmail.com



St. Charles West **High School** Administration

Dr. Scott Voelkl

Mrs. Angela Syron Assistant Principal

Mr. Jack Williamson Dean of Students

Mr. Terry Oetting **Activities Director**

School District of the City of St. Charles Administration

> Dr. Jason Sefrit Superintendent

Dr. Danielle Tormala Associate Superintendent

Dr. Charles Brazeale Assistant Superintendent

Dr. Rodney Lewis Assistant Superintendent

Mrs. Julie McClard Director of Student Services

School District of the City of St. Charles 400 N. 6th St

St. Charles, MO 63301

St. Charles West H.S. 3601 Droste Rd St. Charles, MO 63301



St. Charles West Band

Ben Meyer, Director of Bands Barbara Bowlin, Fair Coordinator scwcraftfair@gmail.com 636-443-4225

Greetings Vendor,

The 2020 SC West Band Arts, Crafts & Vendor Fair will be held on Saturday, December 12, 2020. Last year's event was our most successful fair to date thanks largely in part to the many vendors that brought a wide array of creative and unique products to market.

2019 was a year of expansion for the Fair. With the reorganizing of the Auxiliary Gymnasium, we were able to accommodate 258 vendor booth spaces...the largest number of spaces in our 34 year history! Though 2020 will not see as many physical changes for both our vendors and visitors, there is an operational concern that we would like to address. As many of our veteran vendors are aware, we offer the rental option of both 6 foot folding tables, as well as standard metal folding chairs at the Fair. These rental items are available in limited quantities and reserved on a first request basis. Interested vendors select this option on the registration form, provide the additional fee, and anticipate that upon arrival these rental item(s) will be in their assigned booth space. Unfortunately, in previous years several vendors who had prearranged for this option were disappointed and delayed, when this was not the case. After correcting the issue for the vendor, we discovered that vendors in close proximity who had not opted for the rental option, had moved both tables and chairs into their booth spaces. We assume that this action was done with no malice, however it is important to note, that folding tables and chairs are not provided by the St. Charles West Band Arts, Crafts, and Vendor Fair, unless the option is selected at the time of registration. The rental of folding tables and chairs is not available on the day of the event.

An additional note...we will no further be offering a \$5 Vendor Lunch. however we will make available an expanded Concession Menu to all vendors. Concession items will still be available for booth delivery.

Thanks you so much for your understanding and cooperation as we look forward to our 35th Annual Arts, Crafts and Vendor Fair!

Before completing the registration form, it is ESSENTIAL that you have read and understand the FESTIVAL GUIDELINES. This will enhance your experience, as well as our ability to meet your needs. The Festival Guidelines and Registration Form document is available at our website www.scwestband.org.

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

Sincerely.

Director of Bands

Barbara Bowlin Fair Coordinator

www.scwestband.org www.scwcraftfair@gmail.com

Event Guidelines

Please read ALL INFORMATION as a few changes have occurred in both the registration process and event day procedures.

Fees and Deadlines

Early Bird Registration Deadline is Postmarked: April 01, 2020

Single Booth Early Bird Registration Fee: \$55

Single Booth Registration Fee after April 01, 2020: \$60

QUAD POD Early Bird Registration Fee: \$220

QUAD POD Registration Fee after April 01, 2020: \$240

2019 Vendor Spaces will be held until September 01, 2020

Concerning Returning Vendors and Location Assignments

It is important to note that RETURNING 2019 vendors assigned to the Atrium, Commons, Main or Auxiliary Gymnasium will have the option to retain their location from the 2019 Fair if registration form and fees are submitted by September 01, 2020.

NO 2019 BOOTH SPACES WILL BE HELD AFTER THIS DATE.

After processing requests from 2019 vendors who wish to retain their same location, all other vendor registrations will be processed and assigned in the order they are received with returning vendors receiving priority UNTIL September 01, 2020. The map provided in the registration information refers to each vendor area by name. The application requests that vendors select a location preference. The order in which areas will be filled by assigning new vendors and those returning vendors who do not wish to retain the same location they held during the 2019 Fair will be based on application postmark date.

Please be advised, locations with access to electricity are limited, which may also factor into booth assignment.

Lastly, vendors wishing to purchase a QUAD POD or multiple spaces, please be advised that availability of this option decreases as the event draws near and the enrollment grows.

BOOTH SPACES and RENTAL FEES are NON-TRANSFERABLE.

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 public 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 Rules

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

Hold Harmless Statement

By registering as a vendor in the St. Charles West Band Arts, Crafts & Vendor 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, District 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 2019 St. Charles West Band Arts. Crafts & Vendor Fair.

The Board Policy of the City of St. Charles School District Board of Education governs conduct of visitors on district property. 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, Crafts & Vendor Fair. The full list and description of Board Policy is available online. 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.stcharlessd.org
[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.

New Product Screening Guidelines

All products whether homemade or direct sales 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 registration. Homebased Direct Sales Company vendors such as Avon, 31 Bags, Tupperware, LuLaRoe, etc. are welcome, however we will only allow ONE (1) VENDOR selling these products on a first come, first served basis. We define Homebased Direct Sales products as any product that is produced and branded by a manufacturer and sold in a non-commercial setting. We prefer that products sold are handcrafted, however we realize that many Homebased Direct Sales products fit the criteria of an Arts, Crafts or Vendor item. The sale of all products will be at the discretion of the Fair Coordinator. In the event of multiple Homebased Direct Sales product registrations, vendors will be notified and a waiting list will be established. Waiting list vendors 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.

Booth Instructions

All Single Booth spaces measure 9 feet WIDE by 6 feet DEEP.

All items must fit into the space provided including displays and storage. Additional booth space may be purchased if desired.

Located in the lower level Main Gymnasium,
we have available a limited number of QUAD PODS,
A QUAD POD consists of 4 single booth spaces connected as a
group and placed in an individual island formation.
QUAD PODS are offered at a discounted rate.
QUAD PODS are ONLY available in the MAIN GYMNASIUM.

Tables and chairs are NOT INCLUDED in your booth space rental fee. Vendors may either supply their own, or 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 items out of sight.

Your supplied **booth number sign** must be displayed on your booth. 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.

Unfortunately, there are NO GUARANTEES for electricity.

Please make certain to note on your registration 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. Electrical booth spaces to new vendors will be assigned by earliest postmark date.

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.

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 636-443-4225 for a voice recorded update.

In the event that the Arts, Crafts & Vendor Fair is cancelled for any reason, it will be RESCHEDULED for the following Saturday, December 19, 2020. 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 applied to reserve your booth for the 2021 Arts, Crafts & Vendor Fair.

Absolutely no refunds will be issued if the vendor cancels after December 01, 2020.

Booth Spaces

As stated in both the Fair Guideline Booklet and Registration Form, booth spaces are 9 feet WIDE by 6 feet DEEP. We ask that all vendors stay within the blue tape boundaries of their assigned booth. Please so not place shelving, racks, tables, displays, etc. outside of the 9 X 6 perimeter. This will allow for visitors, as well as neighboring vendors to have sufficient walking, entrance/exit, and aisle space.

Wi-Fi

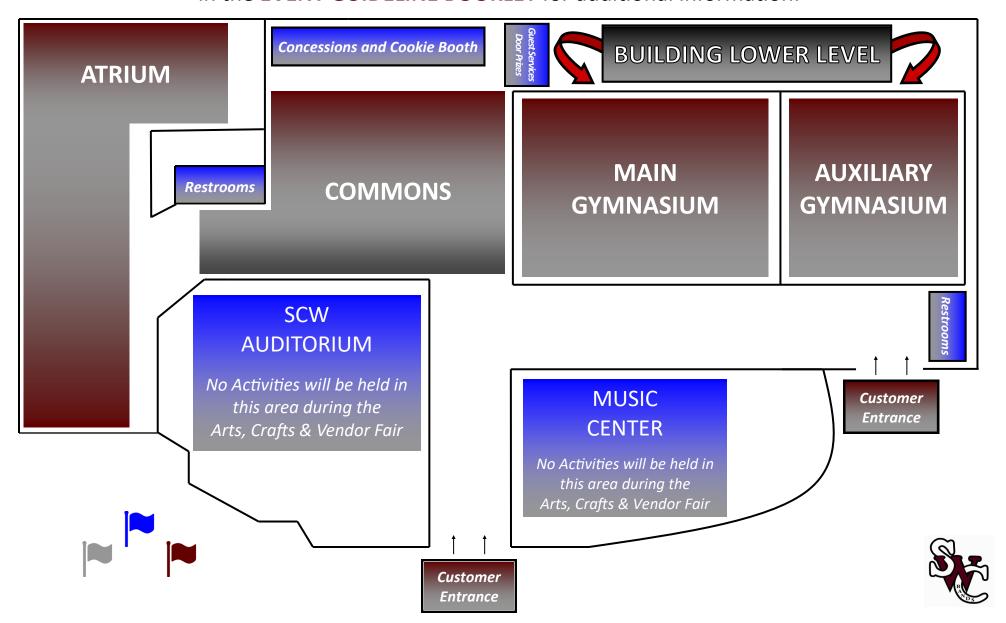
It is recognized that many vendors have increased their use of technology in the form of cellular phone applications and devices such as The Square to complete customer transactions. Unfortunately with the wide variety of devices and providers utilized and the unpredictability of the building's Wi-Fi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

Vendors are responsible for any tax and licensing requirements by the State of Missouri.

St. Charles West Band Arts, Crafts & Vendor Fair Building Map

IF YOU ARE A 2019 RETURNING VENDOR

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





2020 St. Charles West Band Arts, Crafts & Vendor Fair Registration

Saturday, December 12, 2020

9:00am - 3:00pm

Prior to completing this registration, please read the Event Guidelines.

EARLY BIRD Registration D	• •	or Regist	•	ation Deadline	-December 01, 2020
Vendor Name					
Business/Company	Title				
Address					
City			State	Zip	
Best Contact Numb	er	-			
Email					
Website (if applicable	e)				
	LOCATION F	PREFERE	NCE REQU	JEST	
	Do you desire your 2019 TEND, please reference corresponding number	the VENDOR	MAP to identify	your booth lo	cation preference
#1-FIRST PREFERENCE	*2-SECOND PREFEF	RENCE #3-	THIRD PREFERI	ENCE #4-F0	OURTH PREFERENCE
ATRIUM	COMMONS _	AUXILIA	RY GYMNASIUN	л <u></u> _ı	MAIN GYMNASIUM
Do you require electricity ? (Sp	aces with electric are limited)		YES	NO	
Do you require wheelchair/assisted access for your booth?			YES	NO	
Do you desire to rent a 6'x 2.5' folding table ? (\$5 Rental Fee payable in advance)			YES	NO	
Do you desire to rent 2 folding	chairs? (^{\$} 5 Rental Fee payable	in advance)	YES	NO	
Do you desire a QUAD POD in (\$220 before April 01, 2020) *Limite		for ^{\$} 240 ?	YES	NO	
Number of 9'x 6' spaces to be *Availability of multiple spaces will l			1 2	3 4	
TOTAL REGISTRATION FE	E PAYMENT (including bo	oth and table/ch	air rental)	\$_	<u> </u>
Please make check or mo St. Charles We			SCW BAND AR' St. Cha	IGNED registratio TS, CRAFTS & V rles West High Sc 601 Droste Road harles, MO 6330	ENDOR FAIR hool

Signature: _____ Date: _____

Signature of Registering Vendor acknowledges that you have read and agree to comply with the 2020 St. Charles West Band Arts, Crafts & Vendor Fair Event Guidelines.

Product Information and Location Request

Briefly describe the product(s) that will be sold at your booth.

If the product(s) is made available through a homebased direct sales company, IT IS NECESSARY TO DISCLOSE THE NAME OF THE COMPANY.

New 2020 Vendors MUST includes product photos - email, copied prints, or website/facebook address where items may be viewed.

REMINDERS

St. Charles West High School is a non-smoking and non-electronic smoking campus.

Due to the SCW Basketball Tournament, there is **NO FRIDAY EVENING SET UP AVAILABLE.**

DOORS OPEN AT 6:00am SATURDAY MORNING FOR BOOTH SET-UP.

Registration Forms WILL NOT be accepted via email.

Registration Forms will be processed based on earliest **POSTMARK DATE**.

Admittance to the Fair is Free for all customers.

No **FEE BASED** drawings, raffles, or games of chance will be permitted.

Coordinator: Barbara Bowlin 636-443-4225
Contact Email: scwcraftfair@gmail.com