



2nd Annual

China Spring Cougar Band

Summer Fair Specialty Show

Saturday, July 11, 2020

www.cscougarband.com

2020 INFORMATION LETTER AND INITIAL SHOW RULES

Dear Vendors,

Thank you for your interest in the 2nd Annual China Spring Cougar Band Craft and Specialty Show on July 11, 2020 at China Spring High School in China Spring, TX. This is our second craft fair and specialty show, and we are looking forward to this an annual event. Thank you for being a part of our Specialty Show! We will advertise the show on Waco Heart of Texas website, the China Spring High School website and Facebook page, various craft websites, in the Waco Tribune Herald and on our website: www.cscougarband.com. Be sure to have plenty of merchandise to sell and plan to make LOTS OF MONEY this year!!

PLEASE READ THE FOLLOWING INFORMATION CAREFULLY as submitting your application for our show is your agreement that you have read & understand the terms below. If you still need clarification after reading this information, please contact Elicia Krumnow at cscougarbandcraftshow@gmail.com. **Please read this information carefully as submitting your application for our show is your agreement that you have read & understand the terms below.**

Application & Payment Info:

We will begin processing applications on April 1, 2020. We will reserve booths in the priority order listed below. Please note that we have an "Early Bird Special" for applications and payment postmarked by June 1, 2020. June 1st is the **FIRM** deadline for priority status vendors.

Please read the vendor application carefully, fill it out completely, include your total booth fee to be paid by a check or money order, and mail both to the address on the application OR you may submit application online and pay via credit card. Be sure to include your email address. This is how we will confirm that we received your application and payment. There will be a \$25 fee on all returned checks, and the application associated with the returned check will be placed on hold until full payment has been made (including the \$25 fee). **NO BOOTH REFUNDS** will be given for any reason – NO EXCEPTIONS. Thank you in advance for your cooperation with this policy.

#1 Booth Priority:

Vendors who indicate Priority Placement on their application **and** are paid in full. This will be a first come, first served option prioritized by the date your payment is received. Location placement will be selected *after* payment has been received.

#2 Booth Priority:

Vendors who are renting tables and/or electricity from our organization will be given priority in booth location **IF the completed application and payment are postmarked by June 1, 2020.**

#3 Booth Priority:

The next priority will be given to vendors in the order in which the applications and payments are received **as long as the completed application and payment are postmarked by June 1, 2020.** Applications postmarked after June 1 will receive no preferential treatment, and placed in order by date received. When we have reached capacity for indoor booths applications will be given an outdoor booth or placed on a waiting list.

Booth Sizes & Fees:

Inside FULL BOOTH 10x10 Regular Price: \$100, **Inside FULL BOOTH EARLY BIRD SPECIAL: \$75**

Outside FULL BOOTH 10x10 Regular Price: \$75, **Outside FULL BOOTH EARLY BIRD SPECIAL: \$65**

* Priority location is an option you may select in your application. Vendors wishing to choose their location may do so for a flat rate of \$15, subject to availability. Selections will not be made until payment has been received in full. This is a first come, first served option.

** Electricity may be purchased for a flat rate of \$15, however spaces with electricity **are very limited**. Please check our website for available electricity locations as it is your responsibility to check for availability prior to submitting application as there are no refunds.**

*** 6' - 8' tables will be available to rent on a first come, first served basis. Please submit your request for table rental with your application.

Vendor Communication:

Communication is very important!! All communication (once the application and payment are received) will be through email (cscougarbandcraftshow@gmail.com). Show instructions and any changes or updates will all be communicated this way, so it is imperative that you pay close attention to all emails received from our President Elicia Krumnow. Please check your spam setting & junk email box in case our emails get caught up in your filters.

Show Information, Disclaimer & Security:

Our show will be held on Saturday, July 11, 2020. All vendors are expected to attend the full day and move in on the scheduled date of Friday, July 10, 2020. Neither CSISD nor CS Cougar Band Booster Club will be responsible for changes that could affect the Show, such as physical damage, construction or administrative decisions. Security Officers will be onsite, however we are not responsible for any theft or damage in your booth at any time. Please plan to cover or secure your merchandise between Show times, and remove all valuables. Keep any cell phones, purses, wallets, etc., hidden during all times, including setup and teardown.

Craft Show Staff and Volunteers:

One thing that makes our show special is the number of volunteers we offer our vendors during move in and move out. Our entire staff is made up of CS Cougar Booster Club volunteers, as well as CS Cougar band members who are donating their time to help make this show successful. Please remember they are volunteers, not employees and will do their best to help you move in and out. The volunteers are allowed to bring your items to and from your space. Each vendor is responsible for setting up, packing up & cleanup of your space. Please make sure all items are removed at the conclusion of the show. CS Cougar Band, CS Cougar Band Boosters or C.S.I.S.D. employees are not responsible for any items that are left behind or damaged.

Booth Construction & Inspection:

Your booth space will be numbered and taped off. **We will NOT provide tables and/or chairs unless they are rented from us, so you will be responsible for bringing your own.** All booths must be safely constructed and **kept within the taped off boundaries.** You will be asked to immediately remove any display or item that is unsafe or outside of the boundaries. No tables, chairs or displays are allowed to block any exits or aisles. All fire and safety devices must be visible at all times, and may not be covered up with any of your items. You may not display items in walkways or aisles. No nails, screws or staples may be put in the walls, floor or ceiling of the school. Your booth walkways must remain clear at all times. Show volunteers will be inspecting booths throughout the weekend to insure safety for everyone at the show. We reserve the right to remove any vendor for violation of any rule, at any time, including setup.

Food Vendors:

In order to prevent conflict with our on-site concessions and Sweet Shop, vendors who wish to sell food items should seek approval during the application process. Please be specific about your food items on the vendor application.

Vendor Identification & Security:

Each vendor will be provided with 2 vendor badges that must be worn during the entire show. Additional or replacement badges may be purchased for \$3 at the front desk. All vendors are asked to enter through the **South side** of school through the band hall by the check in table. Should you enter by the front cafeteria entrance you will be asked to pay the entrance fee. For security reasons, we ask that vendors do not open or prop open doors for entrance or exit during show hours.

Setup:

Friday evening setup location & times are determined by the location of your booth. This will be noted in the Vendor Package **you will receive by email**, approximately 3 weeks prior to the show. **It is imperative that you read this information and have clear understanding of when you are expected to setup your booth.**

Doors open to vendors Saturday at 7am.

Doors open to the public at 9am on Saturday.

All vendors **MUST** be set up and ready for business at least 30 minutes prior to the Show opening times. Volunteers will be available to assist you with move-in, however our moving equipment (i.e.: dollies, etc.) will be limited. Please make sure any moving equipment you bring, is clearly marked so it does not get mixed up with ours.

Teardown:

All vendors are required and expected to attend the entire show. **Please do not begin teardown until 4pm on Saturday.** Volunteers will again be available to assist you for a speedy move-out process. **All vendors who begin teardown prior to 4pm will run the risk of being refused booth space in future Shows.**

Door Prizes Donated by Vendors:

To encourage public attendance at our event, we are asking each vendor to donate at least one door prize item which will be given away during the event. Door prize items must be valued at a minimum of \$5.00 retail value. All door prize items and the donating vendor will be advertised in our PR releases.

Other General Info:

- Updated information will be posted on the Craft Show link on our website: **www.cscougarband.com**. Please follow our Craft Show link.
- Tobacco, drugs, alcoholic beverages, weapons/ammo, knives or pets **are not permitted** on the school grounds at any time per local and state laws. Offensive language, material and behavior are strictly prohibited, and violators will be asked to leave the premises immediately.
- You will receive specific parking information closer to the show, which will give you instructions as to where you are allowed to park. However, **NO** overnight parking or camping is allowed on school property. Please make arrangements prior to the Show if you need overnight parking. **ANY VEHICLE, TRAILER, ETC. THAT IS LEFT ON SCHOOL PROPERTY OVERNIGHT WILL BE TOWED AT THE OWNER'S EXPENSE.**
- In order to make your vendor experience as convenient and enjoyable as possible, ***we will be offering a breakfast and lunch delivery service to our vendors.*** Menu options will be available closer to the show, and we will include this information in your vendor packet emailed to you approximately three weeks prior to the event. All menu orders must be paid in advance, and meals will be delivered to your booth at a specified time to facilitate your monitoring of your booth and meeting customer needs.
- China Spring High School logo: Our school logo is copyrighted by CSISD and may not be used on any merchandise you are selling, unless you are a booster club with prior approval from the school. If you have any questions regarding this rule, please address them prior to the show. Anyone selling unapproved merchandise with the school logo will be asked to remove the merchandise immediately (including booster clubs who are selling merchandise they have not had approved).
- All vendors are required to collect, report and pay state and local Sales Tax. CSISD and CS Cougar Band Booster Club will accept no responsibility for sales tax collection at the show.
- **NO BOOTH REFUNDS** will be given for any reason – **NO EXCEPTIONS.** All fees are classified as a donation to the CS Cougar Band Booster Club. The Chairperson works diligently to make this fundraising event successful for the Booster Club as well as the vendors. **Receipt of your fee and application implies acceptance of and agreement to all rules and regulations contained within this document.** Thank you in advance for your cooperation with this policy.

We look forward to welcoming our new vendors for the 2nd Annual China Spring Cougar Band Specialty Show. We look forward to a long relationship with you and this special event.

Sincerely,

Elicia Krumnow, China Spring Cougar Band Booster President
www.cscougarband.com cscougarbandcraftshow@gmail.com