



Arlington Classics Academy

4th Annual

Arts & Craft Fair & More

Saturday, November 19th, 9:00am – 4:00pm
2016 Information and Fair Rules

Please read the following information carefully. If you have any questions or need clarification, please contact us at acaartsandcraft@gmail.com. We are looking forward to your participation at our annual event.

This event supports a wonderful program at ACA, Odyssey of the Mind. These students work hard throughout the school year solving an Odyssey of the Mind problem where they demonstrate their unique creative solutions while appreciating the creativity of others. They are then judged in a series of rigorous regional, state and national competitions. For the last 5 years, this was an inaugural program at our school, and our success took our students to Michigan State University and Iowa State University over the past years!

All vendors will be contacted by email once the application and payment has been received. Please make sure we have your current email and cell phone number at all times. If we have any changes or updates regarding the fair, we will communicate with you via email.

Information, Disclaimer & Security:

The Arts & Craft Fair & More will be held on Saturday, November 19th, 2016. All vendors are expected to be in attendance from 8:30am to 4:00pm. Early teardown will not be allowed. The fair will be held at Arlington Classics Academy, Bowen Campus 5200 S. Bowen Rd. Arlington, TX. Booths and tables will be set up in both the gymnasium, hallways of the main building, and our cafeteria. Arlington Classics Academy is not responsible for any changes that could affect the Fair, such as physical damage, construction or administrative decisions. We are not responsible for any theft or damage in your booth at any time. Please plan to secure your merchandise and remove all valuables. Keep cell phones, wallets, purses, etc. hidden at ALL times.

Application and Payment Information:

Applications will be accepted from August 3rd, 2016 until we are full to capacity. Because we are offering early registration to last year's vendors, booths will be offered on a first come, first serve basis with priority going to last year's vendors. Last year vendors must have their payment and application turned in prior to September 3rd, or a like vendor will be selected. We will only allow one vendor to sell a commercial name brand. Please read the vendor application carefully, fill it out completely, include your total booth fee paid by check or money order, and mail both to the address on the application. Please be sure to include your email address as this is how we will communicate with you and confirm receipt of your application.



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Booth Sizes, Fees and Rules:

\$65 - 10x10 Booth Space (No tables provided)

\$45 - 5x10 Booth Space (No tables provided)

\$30 – 8' table space (No tables provided)

You may purchase more than one booth, however side by side booths must be the same size. Booths may not be shared between vendors. **Electricity is limited**, but available at an additional \$10.

Your booth space will be numbered and taped off. You must keep all items within the taped off boundaries. We will not be able to provide tables or chairs, so you will be responsible to bring your own. No tables, chairs or displays may block the exits or isles. No nails, screws or staples may be put in walls, floors, or ceiling of the school. We reserve the right to remove any vendor for violation of any rule, at any time, including setup.

Vendor Identification & Admission:

Admission to the Fair is **\$1.00**. Each vendor will be provided 2 vendor badges that must be worn at all times during the Fair. Replacement badges will be available for a \$5 fee at the Vendor Table.

We will be conducting a drawings throughout the day. Each vendor is asked to donate one item with a \$10 value or more for the drawing. Please bring your item to the Vendor Table by 8:45am on the day of the event. Please be sure to include your company or booth's information on a 3x5 index card with your donation. That information will be promoted over the intercom when your item has been awarded.

Setup & Teardown:

Friday evening, setup will be from 3pm – 8pm, then again at 7am Saturday morning. Doors open to the public on Saturday at 9:00am. All vendors must be set up and ready for business by 8:45. Please make sure any moving equipment is clearly labeled with your name. All vendors are required to stay setup until 4:00pm. Please do not begin tearing down until after that time.

General Information:

- No smoking, drugs, alcoholic beverages, weapons/ammo, knives or pets are permitted on schools grounds. This is both a local and state law. Offensive language, material and behavior are strictly prohibited. Violators will be asked to leave the premises immediately.
- Overnight parking will not be permitted.
- All vendors are required to collect, report, and pay state and local sales tax.
- **NO BOOTH REFUNDS will be given for any reason – NO EXCEPTIONS. All fees are classified as a donation to Arlington Classics Academy Odyssey of the Mind program.**