



# Cy-Fair FFA

## Country Christmas Craft Show

Frequently Asked Questions - 2021



- All of the funds raised by the Cy-Fair FFA Booster Club will be used to fund programs for the FFA students in the Cy-Fair High School Chapter of FFA as well as single semester scholarships for college bound seniors.
- Preference will be given to Vendors with handmade and hand crafted merchandise.
- Acceptance to the show will be a booth number on a cashed check and/or email notification.
- All Booth spaces are 10x10 unless noted on floor plan. Floor plan is not to scale.
- We reserve the right to refuse registration to maintain quality of the craft show. We reserve the right to ask a Vendor to leave the show, if deemed necessary at any time, without refund.
- Only one Direct Sale vendor from each company (Avon, Scentsy, Pampered Chef, etc.) will be allowed at the show.
- Booth space is assigned on a first come-first serve basis and is subject to availability upon receipt of the Craft Show Application and Booth fee.
- Make all checks payable to Cy-Fair FFA Booster Club. The returned Check fee is \$35.
- Backup Applications: As our show typically sells out each year, the number of booths accepted for certain types of merchandise sold, such as jewelry, ladies fashions, accessories, woodworking, etc. can be limited. Backup applications are accepted on a first come-first serve basis. If merchandise type has been limited, then backup will only be filled if there is a cancellation of that limited type. Backup applications do not need to send in payment.
- You may be asked to remove items you sell if they are not listed on the vendor registration form.
- The building is secured Friday and Saturday nights with paid law enforcement on duty during the night.
- The show is held in a large barn owned by CFISD so temperature fluctuations should be expected. The Booster Club has limited ability to control the temperature. The large roll up doors may or may not be open. The 3 back buildings do not have A/C, but do have large and sometimes noisy fans. Please plan accordingly.
- Vendors are asked to notify craft show coordinator(s) by the Wednesday before the show if they are not able to attend. Failure to notify or No Shows will risk not being allowed to return to the show. **VENDORS NOT CHECKED IN BY 9pm ON FRIDAY NIGHT WITH NO PRIOR NOTIFICATION TO THE COORDINATOR(S) ARE SUBJECT TO BOOTH FORFEITURE AT THE COORDINATOR(S) DISCRETION.**
- Vendors are expected to donate to our Silent Auction during check-in. Please have your item(s) ready at that time.
- There are **NO REFUNDS.**
- Vendors may **NOT RESALE THEIR BOOTHS.**
- Early Bird Registration for existing vendors
  - At Check-In and
  - 9 am Saturday – Noon on Sunday @ the Vendor Registration Booth.
  - This is only for existing vendors to register for the **SAME BOOTH** next year.
  - Booth quantity can be decreased, but **NOT** increased at this time.
  - This is the only way to be guaranteed the same booth location and size for next year.
  - \$10 discount will be applied (\$100 for single booth, \$200 for double, \$90 for outside)

- **Open Early Bird Registration**
  - 1:00 pm – 3 pm on Sunday @ Vendor Registration Booth.
  - Line up no earlier than 12:45 pm. This will be first come-first serve.
  - Existing vendors can add additional booth space or change booth location for the following year.
  - New registrations will be accepted.
  - \$10 discount will be applied (\$100 for single booth, \$200 for double, \$90 for outside)
  - Registration will open again in January.

- **Open Registration – Starting in January to November 1<sup>st</sup>.**

- Indoor booths are \$110 per booth
- Outdoor booths are \$100 per booth
- After November 1<sup>st</sup>, prices increase by \$20 each, if space is available and application is approved. Applications postmarked after Nov 1st will only be reviewed if needed to fill space after backup applications have been processed.

- The Concrete Lot on the West side of the Center is reserved for Customers on Saturday and Sunday. It may be used at other times for unloading and loading.



- Designated Vendor parking is to the East of the Center in the gravel lot and with the Volunteer Parking. Limited Vendor Handicap parking will be provided. No Trailer parking in the gravel lot or on the concrete.
- Trailer Parking is in the grass along the outer road parallel to Telge Road. NO Exceptions.
- Please leave your booth area Broom Clean by picking up any trash, tie downs, boxes, etc. on departure.
- To ensure all vendors have a great show, booth tear down activities will not take place until the end of show on Sunday. Failure to comply will risk not being allowed to return to the show.
- Students Volunteers are available to help during the show for Restroom Breaks, Coffee and Donut orders and Lunch orders. They will also be available after 3 pm on Friday and for tear down on Sunday.
- Limited electricity is available. Vendors must supply their own UL approved extension cords and/or power strips.
- Vendors must supply their own tables, chairs and displays.
- Wifi Access is not guaranteed. Please plan accordingly.
- Students Volunteers will be available at the close of the show to load boxed items on to carts and take them to vehicles. Students are NOT ALLOWED to pack merchandise. Students are not responsible for breakage or damage. Packing up your booth prior to 4:00 pm and failure to be completely out of the building by 6:00 pm will risk not being allowed to return to the show in the following years.

**\*ALL VENDORS MUST BE MOVED OUT NO LATER THAN 6:00 P.M. ON SUNDAY EVENING.**