



Northern Band Boosters, Inc.

P.O. Box 1142 Owings, MD 20736-1142

Craft Fair Participation Agreement

Dear Crafter/Vendor,

We invite you to participate in the 2023 Holiday Craft Fair, to be held Saturday, December 9, 2023, from 9:00 a.m. to 2:00 p.m., sponsored by the Northern Band Boosters, Inc. The fair will feature handcrafted wares and vendor items (no flea market items). Our event is in its 21st year and will feature over 100 booth spaces. We expect over 500 visitors to be in attendance. Other features include a raffle, door prizes (donated by you, if you choose), Santa Claus, and a craft area for kids. Concessions will be available for purchase. All funds raised will benefit the Northern High School Band programs.

Spaces are assigned on a FIRST COME – FIRST SERVED basis after receipt of payment and registration. All booths will have optimal traffic. Vendors with similar products will be assigned spaces to avoid direct competition.

FEES \$50 per indoor booth space (limit 2) \$30 per outdoor booth space (no limit)

6 FT TABLE RENTAL: \$10 each. Only available with advance reservation; you may bring your own table. Each booth can contain one table or two in an L -shape.

BOOTH SIZE: 60 square feet. The majority of spaces will be 10' x 6'. Some spaces will be irregularly shaped but will be at least 60 square feet. Booths will come with 1 chair.

EXTRA CHAIR RENTAL: \$5, (limit 1). Each booth comes with 1 chair

ELECTRICAL OUTLETS Outlets are limited. Indicate on the registration form if you would prefer access to an outlet. Access cannot be guaranteed. You must bring your own extension cord.

WALL SPACE: There are limited spaces that have a wall or bleacher backside. Please make a note on your registration form if you would like a wall. Wall space cannot be guaranteed.

HEALTH DEPARTMENT REGULATIONS: If you are selling food, it is your responsibility to be in compliance with Health Department rules and regulations.

SPACE RESERVATION: Your space will be reserved if space is still available after your registration form AND payment fee are received (*no money orders*). Please do not send registrations or fees to Northern High School. Send them via US Mail to the following address:

HOLIDAY CRAFT FAIR
Northern Band Boosters, Inc.
P.O. Box 1142
Owings, MD 20736 -1142

NEW THIS YEAR: Submit registration via email to: craftfair@northernhighbands.com you will receive an invoice within 24 hours after your completed registration has been received. After your payment online is processed, you will receive an email confirming your reservation. Please allow 24 hours for payment processing as well.

We reserve the right to limit the number of booths of the same type of craft. We also reserve the right to limit direct sale vendors to one per company. If you sell food, you may not sell in single serve quantities that would compete with our concession stand. Samples are permitted. Please keep in mind sensitivities and allergies of customers and fellow crafters by not using diffusers or other appliances to promote scents and not wearing heavy perfumes.

Each vendor is responsible for his/her own tax collection.

Deadline for registration is November 17. This is a very popular event among vendors and shoppers alike. It is in your best interest to mail/email your application ASAP before booth space becomes unavailable or we reach the maximum booth space for a particular type of ware.

Any bounced checks will be cause for cancellation of this agreement and registration in this event, as well as permanent removal from our invitation list. **There will be no refund for any cancellation after December 3, 2022.** No-shows will be permanently removed from our invitation list.

The Craft Fair is held on Calvert County Public School grounds and is subject to closure or rescheduling should the school system cancel weekend activities due to inclement weather or other circumstances. We will communicate via email any developments. You may also check the CCPS website for closing information.

Absolutely no alcohol, tobacco, marijuana, vaping, or e-cigarettes will be permitted on CCPS properties at any time.

Doors will open at 7:00 a.m. on December 9, with set-up to be completed by 8:30 a.m. Our students will be available to help unload your car. Vendors who check-in after 8:30 will not be permitted to set-up. Vendors are required to leave their goods in place and have booths operational until the event concludes at 2:00 p.m. All displays are to be disassembled and removed by 3:00 p.m. Students will help you load your car.

We are looking forward to having you as part of our event! Thank you for your interest and for supporting Northern's Band Program.

Sincerely,

Cyndy Ludeking Ryan

Chairperson, Holiday Craft Fair
Northern Band Boosters, Inc.
craftfair@northernhighbands.com



Northern High School Band

Creating Excellence In Music

2023 Northern Band Boosters

21st Annual Holiday Craft and Vendor Fair

December 9th 9am - 2pm

Northern High School, 2950 Chaneyville Road, Owings, MD 20736

Name (please print): _____

Name of business: _____

Phone: _____ Email Required (please print): _____

Craft Description:

Electrical Outlet Needed? - (check one) Yes or No - *we cannot guarantee an*

outlet Notes:

I would like to rent:

QTY: ___ Indoor Booth spaces (max 2 per Crafter) @ \$50.00 per booth space \$ _____

QTY: ___ Outdoor Booth Spaces (no max) @ \$30.00 per booth space \$ _____

QTY: ___ 6 ft. tables @ \$10.00 per table (optional, max 2)

Extra chair (1 is provided with booth) \$5 \$ _____

TOTAL PAYMENT \$ _____ Online* _____ Enclosed _____ (no money orders)

Signature: _____ Date: _____

*Invoice will be sent, once the completed contract is received via email.