



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 2021 Holiday Craft Fair, to be held Saturday, December 11, 2021, from 9:00 a.m. to 3:00 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 19th year and will feature over 80 booth spaces. We expect over 500 visitors to be in attendance. Other features include a 50/50 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 booth space (limit 2)

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.

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.

HEALTH DEPARTMENT REGULATIONS: if you are selling food, it is your responsibility to be in conformance 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. 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

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.

Confirmation of registration will be returned via email. Each vendor is responsible for his/her own tax collection.

Deadline for registration is November 12. This is a very popular event amongst vendors and shoppers alike. It is in your best interest to mail 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, 2021.** 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 circumstance. We will communicate via email any developments. You may also check the CCPS website for closing information.

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

Doors will open at 7:00 a.m. on December 11, 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 3:00 p.m. All displays are to be disassembled and removed by 4:00 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,

Natalie Campbell

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