

CRAFT FAIR
Northwest Magnet High School - 8204 Crown Point Ave.
Registration Form for Spring Craft Fair
March 23, 2019
9am-3pm

1. Your support helps Northwest High with its student recognition program. The entry fee is non-refundable. Checks must accompany this application to validate registration. Space is reserved on a first-come-first-serve basis.
2. **RESERVING YOUR SPOT: Your booth that you have for this Spring Craft Fair must be reserved for the Spring Craft Fair by 1 PM, or your space will be offered to other crafters.** If you sign up for the next Craft Fair by mail and do not show up for the Craft Fair ---you will lose your spot. We cannot have "no shows."
3. **SET-UP:** You may set up from 6:30-8:30 AM on Saturday. If you are not set up by 9:00 AM, your space will be sold to one of the vendors who are usually waiting at the door for a spot. Vendors will be able to set up tables and display racks on Friday from 5-8 PM, but do not leave any merchandise, as we cannot guarantee its safety. Students can be found in the building at any time. The building closes at 8 PM, on Friday
4. **PARKING:** It has been estimated that 3000-5000 people attend our Craft Fair. We need all the parking spaces around the building open for these customers. **Please unload your crafts and move your car to a space away from the doors or to the lower parking lot that is south of the stadium.**
5. **COST** for the Fall Craft Fair is for an approximately 4' x 12' space. At the time of registration please let your electrical needs be known. Every effort will be made to accommodate those needs; **vendors must supply their own extension cords.** Indicate below if you will need an 8' table at the rental fee of \$12 each.

(CONTINUED ON BACK)

I have read the instructions and accept full responsibility for my craft items and space rental.

Business Name _____

Name _____ Phone _____

Address _____ City _____ State _____ Zip _____

Craft to be displayed _____

Email Address _____

TABLE INFORMATION (Check one):

____ I have my own table, so my total cost is **\$40.** (For 2 spaces, cost would be **\$80.**)

____ I will need one 8' table, so my total cost is **\$52.** (For 2 tables, cost would be **\$104.**)

----- Electricity needed

TOTAL AMOUNT ENCLOSED: \$ _____

Craft Fair Registration for March 23, 2019

Northwest received _____

**Do you have a location preference? _____

Please enclose a check, payable to Northwest, and if you would like confirmation of registration, send a self-addressed, stamped envelope to:

GWEN REED
NORTHWEST HIGH SCHOOL
8204 CROWN POINT AVE.
OMAHA, NE 68134
gwengolf@cox.net

PHONE: 402-650-3707

6. Because we will have a FOOD COURT to raise funds for Northwest, we ask that no one sell concessions from their booth.
7. Free coffee and donuts will be provided for our craft vendors in the HOSPITALITY LOUNGE. This will be located at the front of the building across from the main office.
8. PROMOTION: Newspaper advertising, flyers, and professional signs will be displayed throughout the Omaha community.
9. Enclosed you will find several of our FLYERS for the Craft Fair, which you may post in your place of business, church, etc. Feel free to make copies if you need more.
10. **NO SMOKING ALLOWED..... THIS INCLUDES VENDERS!! WE ARE A SMOKE FREE BUILDING BY LAW!**
11. We will be asking each vender to donate an item for a RAFFLE. Any donations are appreciated, but don't feel that you have to donate. All proceeds from the raffle will go to Northwest programs to enhance the education of Northwest students. Please label items, as people often ask where they are located so they can buy one like it.