



Summit High School BAND BOOSTERS

2017 Craft Fest • November 11, 2017

Visitor Information

Location	Summit High School 1071 W. Turner Warnell Road Arlington, TX 76001
Hours	9:00am - 4:00pm
Admission	Adults: \$2.00 Children under 12: Free MISD employee (w/ID): Free Entertainment: One Free Adult

Vendor Information

Show Information, Disclaimer and Security	Craft Fest will be held on Saturday, November 11, 2017, from 9:00 AM to 4:00 PM at Summit High School in Arlington, TX (Mansfield ISD). Neither MISD nor Summit Band Boosters will be responsible for changes that could affect the Craft Fest, such as physical damage, construction or administrative decisions. Security Officers will be onsite, however we are not responsible for any theft or damage in your booth at any time. Please plan to cover or secure your merchandise and remove all valuables. Keep any cell phones, purses, wallets, etc., hidden during all times, including setup and teardown.
Registration & Payment	We accept payment by check, money order, or credit card. Check or money order payable to: Summit Band Boosters . To pay by credit card, complete the Credit Card Payment Form on the attached registration form, or call Dawn Samstag at 817-247-7071. Mail payment and completed registration form to: Summit Band Boosters PO Box 170132 Arlington, TX 76003-0132
Booth Information	Be specific in your booth needs. If you are a previous vendor and want the same booth space, please let us know. Booth placements are made in the order in which applications are received, on a first come first serve basis. Please be specific with any special needs. We will not be able to provide tables and/or chairs, so you will be responsible for bringing your own. No tables, chairs, or displays are allowed to block any aisles or exits.
Booth Size	Choose 1st and 2nd choice. All booths approximately 98-100 square feet. Sizes: 7' x 14' (avg. estimate of space) and 10' x 10'
Fees	Booth Rental: \$60.00 Early Bird Price until Aug. 31 st , 2017. \$70 as of Sept. 1, 2017. Electricity: \$5.00 Returned Check Fee: \$15.00 No refunds will be given. All fees collected are classified as a donation to Summit Band Boosters. This is a fund raising event for the organization. We appreciate your involvement in making this event successful.
Vendor Identification	Each vendor will be provided two (2) vendor badges upon registration which must be worn during the entire event. Additional or replacement badges may be purchased for \$2 at the front desk.

Sales Tax	All vendors are required to collect, report, and pay state and local sales tax. MISD and Summit Band Boosters accept no responsibility for sales tax collection at the event.
Show Staff and Helpers	Our entire staff is made up of Summit Band Boosters, Band students, and students from other organizations on campus who are all VOLUNTEERS. We strive to do our best to assist you AT ALL TIMES. This includes during registration, set-up, during the show and tear-down. We have received tremendous compliments on our service to vendors. We assist in moving your items in, but we are not responsible for setting up your booth. Summit Band, Band Boosters and Mansfield ISD will NOT be responsible for any left or damaged items.
Set-up and Tear Down	Set-up: Friday night 7:00pm - 9:00 pm; Saturday 7:00 am - 8:00 am All vendors must be set up and ready for business 30 minutes prior to event opening. We will provide adult and student volunteers to assist moving your merchandise into your booth. We have access to a few dollies, but cannot guarantee they will be available. Tear down: After Summit Craft Fest ends at 4:00pm. Please do not begin tear down prior to 4:00 pm. Volunteers will be available to assist you during the move out process. All vendors who begin teardown prior to 4:00 pm will be at risk of being refused booth space in future events.
Food	Vendors may sell food, but ONLY in serving sizes of four or more to avoid conflict with the Band Booster's concession stand. Boosters will be selling breakfast, lunch, beverages and snacks. Please be specific with your food items on the registration form. And remember, this is a fund raising event for the Band Boosters, which includes the concessions that we sell. Food vendors must have a City of Arlington Food Handlers Permit: https://ap.arlingtontx.gov/web/permit/food-handler
Entertainment	Live performances will take place on the center stage. We value the dance/singing youth who perform as they bring additional potential customers. We will strive to keep traffic from impinging on booths and will keep volume level from disturbing customer/vendor relations.
Door Prizes	Door prizes (\$10 value or more) are customarily donated by exhibitors and given away all day. Upon our discretion, some donations will be raffled. Vendors will be given a gift receipt at the end of the day, if requested: SUMMIT BAND BOOSTERS IS A NON-PROFIT 501(C) (3) CORPORATION
Restrictions	No exhibitors will be permitted to offer resale/multi-level marketing merchandise. Only handcrafted items are accepted. Items are allowed if the vendor was at some time involved in its production (gift baskets that include a small portion of retail items are accepted). Vendors may request clarification and may request exception.
On Line Advertising	We will post on our Web Page, Facebook, Instagram and Pinterest: Follow us at https://www.facebook.com/Summit-High-School-Jaguar-Marching-Band-143287923580/ . "Like" the 2017 Craft Fest Event on our Events Page. Please post pictures and invite your friends. Send us links to your Pinterest, Etsy or online store so we can pin your items on Pinterest or post pictures on our Facebook events page!
Other Information	Per local and state laws, tobacco, drugs, alcohol, weapons/ammo, knives, and pets are not permitted on school grounds at any time. Offensive language, material, and behavior are strictly prohibited and violators will be asked to leave the premises immediately. We reserve the right to remove any vendor, at any time. Please do not bring young children to the Craft Fest.
Contact Information	Email: summitcraftfest@gmail.com Text or call: Dawn Samstag, Vendor Coordinator (817) 247-7071

Summit High School
1071 West Turner Warnell Road, Arlington, TX 76001

www.summitband.com • summitcraftfest@gmail.com