

# South County PTSO HOLIDAY EXTRAVAGANZA CRAFT SHOW APPLICATION



Saturday, December 2, 2017

9:00 a.m. – 3:00 p.m.

South County High School  
8501 Silverbrook Road, Lorton, VA 22079

The South County PTSO would like to offer you the opportunity to participate in the **2017 Holiday Extravaganza & Craft Show on Saturday, December 2, 2017**. Our outstanding craft show offers a variety of vendors, entertainment, a silent auction, and concessions for shoppers to enjoy. All proceeds benefit the PTSO, the 2018 South County High School All Night Grad Party, the SCHS Band Boosters and the SCHS Athletic Boosters.

Please complete the attached application, mail it with your registration fee to the address listed above and retain a duplicate copy for your records. If you have not participated in the show during the past two years, please include photos of your work with your registration or send the photos electronically to [schscraftfair@gmail.com](mailto:schscraftfair@gmail.com). Applications (pending Craft Show Committee approval) will be accepted in the order received until all spaces have been filled. We had to turn vendors requests away last year so we encourage you to apply early.

Personal checks are welcome. If your check is dishonored or returned for any reason, we will electronically debit your account for the amount of the check plus a processing fee of \$50.00.

Please note that we welcome a wide variety of crafters. Only one vendor representing a specific company will be permitted to reserve a space. Although we are not a juried show, we reserve the right to limit the number of exhibitors in each category to create a balanced shopping environment and ensure success for all participants. Applications will continue to be accepted until each category is filled. Some popular craft categories may reach the maximum number of spaces early in the application process. Later applications may be wait-listed.

Notification will be sent to you indicating your application status upon receipt of your completed application and registration fee. Once your application has been accepted, **no refunds will be given**. If your category has already been filled or if we have already accepted another vendor who sells the same product, your check will be returned to you. Further details related to the day of the event will be mailed and/or emailed to you after acceptance of your application into the show.

The cafeteria, gymnasium, and the connecting hallways between these two large areas are the venue for the 2017 show. 10' x 10' spaces are available in the school cafeteria and gymnasium. The hallway vendor spaces connecting the cafeteria and the gymnasium will be longer/more narrow spaces (6' x 12') and the number of these spaces is extremely limited.

Indicate your location preference on the application form. Early submission is to your advantage; available spaces will be assigned (pending Craft Show Committee approval) on a **first come, first served basis**. If you require a solid wall behind your display table, you will need to request a space in the hallway. Wall space is not available in the cafeteria or gymnasium.

The South County Holiday Extravaganza & Craft Show will be promoted through the internet, public service announcements, local newspapers, road signs, craft e-magazines, and flyers at local businesses, pyramid schools, and other craft events.

The South County PTSO is bound by the decisions of the Fairfax County School District regarding Openings and Closings. If the show is canceled due to inclement weather, **50% of the registration fee will be kept** to offset incurred expenses. The remainder of the fee (50%) will be returned to you. There is no alternate date for the show; however, every effort will be made to have the show continue as scheduled. If the Fairfax County School District opens school facilities on a delayed basis, the craft show will open at a delayed time, but will close at 3:00pm regardless of opening time. **NO refunds or partial refunds will be offered.**

If you do not wish to receive future craft show applications from South County HS, please let us know and we will promptly remove your name from our mailing list.

We look forward to hearing from you! If you have questions, please contact the Craft Show Coordinator at [schscraftfair@gmail.com](mailto:schscraftfair@gmail.com).

**SchsCraftFair@gmail.com - South County High School - 8501 Silverbrook Road - Lorton, VA 22079**

# HOLIDAY CRAFT SHOW APPLICATION

December 2, 2017

9:00 a.m. – 3:00 p.m.



- Make checks payable to: **South County PTSO**
- Please **NOTE: to receive the Early-Bird Discount** your application must be **postmarked by August 31, 2017.**
- Payment must be submitted with the application form. You will receive a confirmation notice when your registration has been approved and processed. Registration will not be complete until we confirm payment.
- **The registration fee is non-refundable upon acceptance. (NO exceptions)**
- Returned checks will be charged a \$50.00 bank fee.
- Applicant must abide by all Fairfax County Public School rules and regulations while on school grounds. There may be no open flames, smoking, pets or unsupervised children.
- Displays must stay within the boundaries of your space assignment.
- Vendors must represent and sell only the merchandise listed on the contract.
- **Set up begins at 7:00 a.m. on Saturday, December 2, 2017.**
- If you require assistance with set-up upon arrival, please make your request at the participant check-in table. Volunteers will be assigned to help you on a first come, first served basis.
- After unloading your vehicle, cars must be moved to the designated vendor parking area.
- Participants must be at assigned spaces, ready to greet customers when the doors open promptly at 9 a.m.
- Participants must provide coverage at their tables until the event closes to the public at 3:00 p.m. Displays are not to be removed at any time during the event. **Any vendor packing up prior to closing will not be able to return for future Craft Shows.**
- Participants must clear their displays immediately following the close of the event and are responsible for cleaning up display areas before leaving. **(NOTE: There is a basketball tournament in the SCHS gymnasium on the evening of December 2<sup>nd</sup> – all vendors and vendor products must be out of the Gym no later than 3:45 p.m.)** Volunteers will focus on first assisting vendors located in the gymnasium to pack up and load their displays due to the basketball tournament.
- Participants are responsible for display products at all times.
- Sharing and/or splitting table coverage with another consultant from the same company is permitted. However, displays are not to be removed at any time during the event.
- Participants are responsible for all aspects of their display including table coverings, pricing, receipts, and shopping bags as appropriate.
- All sales will be conducted between the vendor and the purchaser. Participants are responsible for collecting, paying and remitting Virginia Sales Tax of 5% to Virginia Department of Taxation on all sales made during the Craft Show.