

# Parkway North Craft Fair

## November 2<sup>nd</sup> & 3<sup>rd</sup>, 2024

**LOCATION:** Parkway North High  
12860 Fee Fee Road  
St. Louis, MO 63146

**DATE & TIME:** Saturday, November 2 & Sunday, November 3, 2024  
10 a.m. - 4 p.m. on Saturday  
10 a.m. - 3 p.m. on Sunday

**FEE:** Rental fee for exhibition space  
\$85 for a single space, \$170 for a double space, \$255 for triple space  
**After September 30: \$100 for single, \$200 for double, \$300 for triple**

**DUE DATE:** **Postmarked or emailed by October 19, 2024**

\*To assure the same booth as last year, application and payment are due by August 1, 2024.

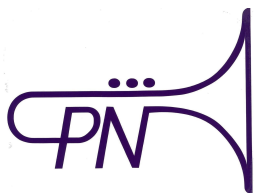
6' x 2' tables are available to rent for \$10 each, and a limited number of electrical outlets are available on a first-come, first-served basis for an additional \$15. Vendors must provide their own heavy-duty extension cords. Two chairs per space will be provided. Space sizes are approximately 10' wide x 6' deep, this includes sitting space. Please plan accordingly. The Fair Committee reserves the right to assign a designated space, and spaces are subject to change.

Rental fees must accompany your application. For returning crafters to ensure the same booth as last year, applications and payment are due by August 1, 2024. All correspondence will be made via email, please be sure to include an email on the application. The Fair Committee reserves the right to refuse any application without recourse. Checks will be returned for those not accepted. Cancellations made prior to September 30th will receive a refund minus a \$25 processing fee. **Cancellations made after September 30, 2024, will not receive a refund.** All county and state licenses, permits and taxes, are the sole responsibility of the vendor. All non-sufficient funds checks are subject to a \$30 processing fee.

The Fair Committee reserves the right to turn down/remove any entry considered objectionable. No direct sale, garage sale, flea market, plants, animals or ready-to-eat food allowed. **Only handcrafted items are allowed.** Each applicant should submit at least two clear, detailed photos representative of all work to be exhibited. Photos will be kept on file and not returned (emailed or quality color copies are acceptable). Exhibitors will be asked to remove any items not meeting the qualifications or may be asked to leave the fair at the discretion of the Fair Committee. In such a case, **NO REFUND** will be given.

**Checklist before submitting your application:**

- \_\_\_ 2 photos of items to be displayed in the booth (email [pnhcraftfair@gmail.com](mailto:pnhcraftfair@gmail.com) acceptable)
- \_\_\_ Check/money order payable to the "Parkway North Band Backers" or pay via Venmo @parkway-north-band-backers (Venmo preferred)



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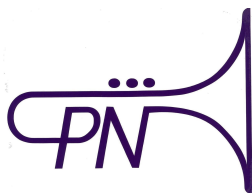
### Craft Fair Rules

**Thank you for participating in our Fair; please observe the following rules:**

1. All booths must be constructed in a safe manner and must not constitute a hazard. All booths or table fronts must be draped where they are exposed to view, and all packing materials must be out of sight.
2. Booth vendors are responsible for their merchandise in case of loss or damage. All merchandise and personal property must be removed from school premises immediately after closing on Sunday.
3. **Handcrafted items only.** No direct sales, garage sale, flea market, live plants, animals or ready-to-eat food products that can be consumed on the premises will be allowed. Such items will be removed by the Fair Committee. The Committee reserves the right to remove any objectionable item for any reason.
5. **No alcoholic beverages, smoking or pets are allowed anywhere on the premises.** If you have a need to bring a service animal, please notify the fair organizers prior to the event so an acceptable booth location can be determined.
6. No nails, screws or staples may be put in walls, floors, ceilings or tables.
7. All proceeds from merchandise sales go to the individual vendors. Vendors are responsible for collecting and paying Missouri State sales tax where applicable.
8. An email notification will be sent upon acceptance. **Booth numbers will be given out on Saturday, November 2, 2024 at set-up.** Additional information will be sent in mid-October via email. Be sure to include an email on your application.
9. Vendors must participate both days of the event. Vendors who do not show up to the fair or who close their booth before 4 p.m. on Saturday or 3 p.m. Sunday forfeit their right to return the following year.
10. Vendors must park in the designated lot on the north side of the building after unloading. Volunteers will be available to direct to the correct location.
11. If you must cancel your participation in the craft fair, you will receive a refund minus a \$25 processing fee per booth space prior to Sept. 30th. No exceptions. **Cancellations made after September 30, 2024 will not receive a refund.**
12. As part of vendor participation, you are asked to donate an item to the Parkway North Band Backers raffle. All monies raised go directly to the PNH school band. If you sell expensive and/or large items, a smaller item of good quality may be donated to the raffle.

Questions: Email address: [pnhcraftfair@gmail.com](mailto:pnhcraftfair@gmail.com) (preferred) website: [www.pnhband.com/pn-craft-fair](http://www.pnhband.com/pn-craft-fair)  
Liz Finley (314) 398-9844 (text preferred) or Andrew Larose (314) 415-5624

**The Parkway North Craft Fair is sponsored by the Parkway North Band Backers Assn. All proceeds will go to benefit the Parkway North High School Band Program. As the band's biggest annual fundraiser, we are committed to its overall success.**



# Parkway North Craft Fair November 2<sup>nd</sup> & 3<sup>rd</sup>, 2024 Craft Fair Application

## For Committee Use Only

Date Received \_\_\_\_\_

Amount Paid \_\_\_\_\_

Payment Type \_\_\_\_\_

Confirmation Sent \_\_\_\_\_

**Thank you for your interest in the Parkway North Craft Fair.**

Please complete the application and return it to:

### Parkway North Craft Fair 2024

Attn: Parkway North Band Backers Association

331 North New Ballas Rd.

PO Box 410041

Creve Coeur, MO 63141

**Applications may also be emailed to:** pnhcraftfair@gmail.com

### Be sure to include:

- Completed application
- Check/Money Order made payable to: *Parkway North Band Backers* or pay via Venmo @parkway-north-band-backers (Venmo preferred)
- Two photos representative of all work to be sold (emailed photos or color copies acceptable)

Your Name: \_\_\_\_\_ Company Name: \_\_\_\_\_

Booth number at 2023 Fair \_\_\_\_\_ Do you want to keep the same booth, if possible? \* \_\_\_\_\_  
\*application and payment due by August 1, 2024

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Emergency Phone # during Craft Fair: \_\_\_\_\_

Describe your craft/product in detail: \_\_\_\_\_

How did you hear about the Craft Fair? \_\_\_\_\_

Please check the appropriate space and needs requested:

- Single Space, \$85 (after September 30, \$100 for a single space)
- Double Space, \$170 (after September 30, \$200 for a double space)
- Triple Space, \$255 (after September 30, \$300 for a double space)
- Electricity, \$15
- 6' tables, \$10 each (# of tables requested = \_\_\_\_\_)
- Special Requests \_\_\_\_\_ (all requests must be in writing)
- WiFi access is complimentary

**Total Amount Enclosed: \$** \_\_\_\_\_

The Fair Committee reserves the right to refuse any application without recourse. Persons selling items prohibited by the Fair rules will be asked to, and shall immediately, remove those items without refund of fees. Cancellation date is September 30, 2024 to receive fees minus \$25 cancellation fee. Not refunds after Sept 30, 2024. I have read this contract and the attached rules and agree to abide by them. I agree to assume responsibility for my merchandise and personal property at all times during the Fair from the beginning of set-up through the close of the Fair. I release the Parkway North Band Backers Association, the Fair Committee, the Parkway School District and its employees of any liability for loss, theft, damage or claims of any kind to any merchandise or personal property.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Booth Vendor