

OBPA ARTS & CRAFT FAIR APPLICATION

Proudly presented by Oakville Band Parents Assn since 1980

December 2021

Registration Date:

Saturday & Sunday, December 4th & 5th, 2021

Place: Oakville Senior High School, 5557 Milburn Road, St. Louis, MO 63129

Time: Shopping 9:00 am – 4:00 pm Saturday and 10:00 am – 4:00 pm Sunday

Setup may begin :

Saturday, December 4, 2021 6:15 AM to 8:30 AM

Sunday, December 5, 2021 9:00 AM to 10:00 AM

To apply, please complete the following information:

Name: _____ Business Name: _____

Street: _____ City: _____ State: _____ ZIP: _____

Phone: _____ Email Address: _____

I would like to receive my confirmation letter via email (please make sure to complete email field above) - YES

Category: Beauty ___ Décor ___ Fashion ___ Food ___ Holiday ___ Jewelry ___ Paper ___ Pets ___ Textile ___ Woodcraft ___

Art or Craft (be specific): _____

Space Requested: Single (\$75) _____ Double (\$150) _____ Commons (\$150) _____ \$ _____ **Check**

Desire: Standard 8' Wide X 5' 6" Deep Commons 7' Wide X 12' Deep

Tables Requested (\$10 each): # of 6 foot _____ and/or # of 8 foot _____ \$ _____

Electricity available for all spaces (\$5 per booth): _____ (# of booths) \$ _____

TOTAL AMOUNT ENCLOSED: (MAKE CHECKS PAYABLE TO: OBPA) \$ _____

Please sign the contract on the back page. It will not be processed until it is signed. Thank you.

RETURN: Registration/Signed contract, appropriate fees, 2-3 updated photos & self-addressed stamped envelope (4"x9")

Your booth number and location will be determined by the spaces we have available at the time your contract and payment is received. **For Returning Crafters:** We will reserve a space in the 2021 show for you until **March 15**. If we do not have a completed contract and full payment by that date, you will lose your reservation and your space will be filled from our waiting list.

Check here if you would like your same location. **We will make every effort to honor your request. Booth Number** _____

Check here if you desire a change. Preference will be given based on when your contract and full payment was received, and to those crafters who have been in our December show the longest consecutive years.

New preference: 1st Choice: _____ 2nd Choice: _____

Registrations will be accepted until all spaces are sold. Receipt of your cancelled check will be approval of your craft. Written confirmation will follow approximately 4 weeks prior to the Craft Fair with your booth number, location, and other information in a packet for the **2021** Craft Show. **QUESTIONS?** Send email to oakvillecraftfairs@gmail.com or call the CRAFT FAIR HOTLINE at (314) 416-1444 and leave a message.

Mail to:

OBPA Craft Fair
Attn: Chairperson
PO Box 510562
St. Louis, MO 63151

Signed Contract	
Appropriate Fees	
2 or 3 photos	
Envelope	
Email	
Accepted By:	

Date Paid	
Check #	
Amount	
Cash	
Booth #	
Date Recvd	

OBPA ARTS AND CRAFT FAIR

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2021 CONTRACT

1. This agreement shall be for a period of two days:

Saturday,	December 4, 2021	9:00 AM to 4:00 PM
Sunday,	December 5, 2021	10:00 AM to 4:00 PM

Setup may begin:

Saturday,	December 4, 2021	6:15 AM to 8:30 AM*
Sunday,	December 5, 2021	8:30 AM to 10:00 AM*

*student helpers available to help transport booth materials and wares to/from your vehicle

2. Rental per space for two days shall be \$75.00. No deposits will be accepted, payment must be made in full to receive rental space. Tables are available at an additional \$10.00 per table and electricity for \$5 per booth (\$5 for each additional booth space). No one day rentals. No applications will be accepted without 2 or 3 clear and uncluttered photos.
3. All merchandise must be hand-crafted by the seller. Vendors must attest to making all or a major part (over 50%) of each item presented at our fair and selling only their crafts. Resale of any purchased material is strictly prohibited. No "garage sale" or "flea market" items are allowed. Vendors may not offer food or drinks for sale that compete with our cafeteria items. The Craft Fair committee reserves the right to remove any item deemed objectionable, unacceptable or undesirable for any reason. The Craft Fair committee reserves the right to reject crafts that are not at the level of quality that the Craft Fair committee deems suitable. All proceeds from craft sales go to the individual vendor.
4. The Craft Fair Committee reserves the right to assign your booth space. In the event a vendor can't occupy their spaces on the days of the craft fair, the Committee reserves the right to have those spaces occupied by other vendors for that year. The Committee reserves the right to remove and/or deny future application to any vendor who exhibits improper behavior toward craft fair staff, students, patrons, and/or other crafters. We reserve the right to return your fee, pictures and application if your craft has been deemed unacceptable. All returned checks will be assessed a \$25.00 NSF fee.
5. Neither Oakville Senior High School nor the OBPA will be liable for any damages or injury to persons or property, sustained by conditions or activities on the school premises.
6. Vendors are responsible for protecting their property and merchandise from damage or loss. Someone must be present at your display during published craft fair hours. Our volunteers will be happy to "sit" in your booth if you need a quick break. Security for the school interior including booth displays will be provided on Saturday night.
7. Neither Oakville Senior High School nor the OBPA accept any responsibility regarding changes to the school facility that could affect the fair, such as physical damage, construction change, or administrative decisions.
8. Smoking, weapons, alcoholic beverages or pets are strictly prohibited on school grounds at any time. This includes parking lots.
9. You must bring your own booth equipment, including tables (unless you ordered tables from us). No nails, screws, or staples may be put in the walls or floor. All booths must be safely constructed and not constitute a hazard. You may not demonstrate products in any aisle, corridor, or walkway. All tables must be covered with floor length cloth with no boxes or supplies showing. Candle burning not allowed. 40 watt light bulbs only.
10. Tear down begins at 4:00 PM on Sunday – no early tear down is allowed. Crafters may not move their vehicles into position until after this time. Crafters must be out of the school by 6:00 PM. The crafter shall be responsible for removing all merchandise and/or goods, leaving leased space in a neat and clean condition. Student helpers will be available to help transport your booth materials and wares back to your vehicle.
11. Collection, reporting, and payment of Missouri State Sales Tax is solely the responsibility of the vendor. The school administration and the Craft Fair Committee accept no responsibility for sales tax collection.
12. **REFUND POLICY**
- If you must cancel from our show, notify us in writing prior to November 1, and we will refund all your fees.
 - No refunds will be made after November 1. There are no exceptions to this rule.
 - You cannot transfer your space to another crafter without written consent from OBPA Craft Committee.
 - If you have not arrived by 8:30 AM on Saturday morning and have not contacted us, you will forfeit your booth and all fees you have paid. You will also be eliminated from future participation in our show.

I have enclosed my payment and agree to abide by the Craft Fair rules that are stated on this contract.

Signature of Vendor _____ Date _____