

Lake Braddock Secondary School Arts & Craft Marketplace
ARTIST/CRAFTER EXHIBITOR APPLICATION

December 8th, 2018
9:00 a.m. - 4:00 p.m.

Please return this form, photos of merchandise and set-up, and application fee to:

Lake Braddock Secondary School, Attn: PTSA Arts & Crafts Committee, 9200 Burke Lake Road, Burke, VA 22015

DUE BY NOVEMBER 15, 2018. Please print legibly or type below. (NOTE: All LBSS PTSA members will receive a 20% discount.) Applicants will be notified of acceptance by November 20th. (Checks payable to: Lake Braddock SS PTSA)

Applicant/Point of Contact: _____

Business Name (if applicable): _____

Mailing Address: _____

Website Address: _____ Handicap Needs (list if applicable): _____

Home Phone: _____ Business Phone: _____ E-mail: _____

Type(s) of Arts/Crafts and list specific items to be sold (*attach additional sheet if needed*) (NOTE: Because this is a juried show, please provide three (3) different photographs of your work, and a self-addressed, stamped envelope for use in returning your photographs and confirmation letter. You can also email application and pictures (carrie.dholmes@gmail.com) and submit payment via mail.

PLEASE NOTE: NO NEW ITEMS may be INTRODUCED OR DISPLAYED after application has been accepted.

Please check all requested: [] \$100 10x10 booth; [] \$ 80 10x8 booth; [] \$15 table; [] \$10 electricity; [] \$40 Corner/End Space Requested []

TOTAL PAYMENT: \$ _____ (Checks payable to: Lake Braddock SS PTSA)

PUBLICITY RELEASE: Your signature below authorizes the release of information about your business, including pictures and contacts, to local media representatives upon request. This type of information is typically used for articles and publicity in local newspapers and websites. **OPT-OUT:** Please initial here if you **DO NOT** allow this information to be released: []

ARTS & CRAFT MARKETPLACE PARTNER SPONSORSHIP PROGRAM (optional): If you would like to partner with the LBSS PTSA by donating one of your exhibit's items for a silent auction, please describe the item and its approximate dollar value (minimum value \$25.00): \$ _____. You will receive an **Arts & Craft Marketplace Partner** sign during the event to show visitors that you are a Sponsor, and your business name will appear as a Sponsor in much of our publicity (e.g., Facebook, Twitter and fcps@public.govdelivery.com). Please note that this is an **optional** program and agreeing to participate does not increase the chances of being accepted for this show. **A huge "thank you" to all who do choose to partner with us!**

Payment by check is preferred! If you wish to apply by mail and pay by credit card, please complete this section:

VISA [] or MASTERCARD [] (please check one) **TOTAL AMT CHARGED:** \$ _____

CARD NO: _____ EXPIRATION: ____/____ CVV # _____

PRINT CARD HOLDER'S NAME: _____ PHONE: _____

*BILLING ADDRESS: _____

What is a CVV number? It is the security code found on the back-side of your credit card following your account number.

***The billing Address must match the exact address where the card is billed.**

Signature _____ (*approves above info including credit card payment if applicable*)

Date _____

***** (FOR OFFICE USE ONLY) *****

Date Received: _____ Approved: _____ Space Assignment: _____

Amount Paid: \$ _____ Disapproved: _____ Category: _____

Additional Corner Payment: \$ _____ Refund Date: _____ Receipt #: _____

Lake Braddock Secondary School PTSA will not be held liability for any items misplaced, broken, or stolen.