

St. Louis Catholic School PTO

2901 Popkins Lane Alexandria, Virginia 22306

703.768.7732 www.stlouisschool.org



PTO Hawk's Day Festival Arts & Crafts Fair Vendor Application Form October 19, 2019 9:00am - 1:00pm



Company Name _____

Your Name _____

Mailing Address _____

Phone _____

Email _____

Website _____

Facebook _____

Etsy _____

Other social media _____

Type of Products:

___ Art	___ Ceramics/Pottery	___ Food	___ Sculptures
___ Books	___ Crafts	___ Glass	___ Soaps/Scents
___ Cards	___ Dolls/Toys	___ Jewelry	___ Woodworking
___ Candles	___ Floral/Silk	___ Clothing	Other _____

Guidance for Craft Fair Vendors

- St. Louis will decline all offers from Vendors to run their sales as a fundraiser for the school. The school cannot promote one vendor over another.
- Vendors may not display any products that incorporate language, images or themes inappropriate to an audience that includes children.
- Vendors must ensure there is no damage to the gym floor or walls. No tape or other sticky adhesives may be used on the gym floor or gym wall mats.
- Food tastings are permitted, but the Vendor must clean up the area after the event.
- All tables, chairs & display stands must have rubber stoppers on the bottoms to ensure the gym floor is not scraped by metal edges. Do not utilize any display cases, etc. that may leave permanent marks on the gym floor.
- St. Louis PTO reserves the right to limit MLM vendor applications to one space per company in order to maintain a diverse selection of vendors, goods & services.

Terms and Conditions:

1. Fair will start at 9:00 a.m. and end at 1:00 p.m. Unloading of vehicles and set up may begin as early as 5:30 a.m. **All Vendors must have their vehicles out of the loading zone, and parked in the designated parking area no later than 7:15 a.m. No vehicles will be allowed to enter the loading zone after 7:00 a.m.** Break down may start no sooner than 12:50pm. ****Before leaving, be sure your area is clean and trash-free.**
2. Booth size is 10' x 10' and includes floor space only. Spots will be assigned by the Hawks Day coordinator. Tables and chairs will **NOT** be provided. A limited number of electrical outlets will be available for an additional fee of \$10 per spot. Access to electricity will be available on a first-come first-served basis and vendor must provide their own electrical cords. If you have special needs, please include your request on the application.
3. Vendors will be fully responsible for any loss or damage to his or her property by theft, fire or casualty. St Louis Catholic School/St Louis PTO expressly disclaims any responsibility for the same. Vendors shall be responsible for any damage which may be incurred to the facilities as a result of, or in connection with their booth. Each Vendor is responsible for the conduct of his/her employees and/or representatives and activities must not detract from the image or welfare of the Fair.
4. Registration fee is non-refundable and is due no later than September 30th. Vendors are approved & spaces are reserved on a **first- come first-served basis once the application AND fees have been received.**
5. **The school's Hawks 5K is immediately preceding the fair. Sponsorship information is available at <https://runsignup.com/race/va/alexandria/stlouishawks5k>.** We are offering a \$50 sponsorship discount to all craft vendors. For an additional \$75 we will include your business name & logo on our race T-shirt and race marketing site, and you may provide marketing materials for the race bags.

I have read and agree to the above terms. I understand that if I do not have my car out of the loading zone by 7:15 a.m., that I may forfeit my spot in the Arts & Craft Fair with no refund.

Signature _____

Date _____

***Application Deadline September 30th.
Vendors will be notified as applications are approved.***

Vendor requests the following booth size and agrees to pay the following booth rental fee:

_____ Indoor Vendor space at \$75.00 (10' X 10'Space). Tables/chairs will not be provided

_____ Electrical access \$10.00

_____ Race sponsorship add-on \$75

_____ Total (Vendor space, electrical, additional sponsorship)

Payable to St Louis School PTO (Check or Money Order only)

Application mailing address:

St. Louis Catholic School PTO

Attn Hawks Day Vendor Fair

2901 Popkins Lane, Alexandria, VA 22306

Email: StLouisHawkVendorFair@gmail.com