

## 2019 Jackson High School Key Club Arts and Craft Show

Jackson High School  
7600 Fulton Road NW  
Massillon, Ohio 44646

**\*\* KEEP THIS PAGE FOR YOUR RECORDS \*\***

**Show Date:** Saturday, November 23, 2019 open to public at 10:00 am - 4:00 pm close  
**Set-up time:** Friday, November 22 6:00 - 8:00 pm only (**6 pm doors open, NO earlier-helpers available**)  
**Set-up time:** Saturday, November 23 7:30 am - 9:30 am (**helpers available to haul & unpack items**)  
Coffee and donuts provided as a courtesy for vendors in the morning.  
**Clean-up time:** Saturday, November 23 4:00 pm - 6:00 pm (**helpers available to pack & haul items**)

**NOTE:** Attendance in 2018 - 2,700 shoppers aged 15 & up. Please bring adequate inventory.

**Fees:** See attached fee list on application...limit of **2 spaces/tables** per crafter.  
EACH crafter **MUST** purchase his or her **OWN Space**. **Sharing of space is not permitted.**  
Requests made to place one vendor next to another will be honored if possible. (Usually not an issue.)  
There are **no refunds** on table/space fees for cancellations initiated by an accepted vendor.  
All profits from your booth are yours.

### Please read the following information carefully!

- All items must be **handmade or designed by the artist**. **Wholesale purchasing for resale is not permitted.**
- Due to our own bake sale to support the Kiwanis Eliminate Project, no baked goods (cookies/pies/cakes/candies) for human consumption are allowed. Some consideration given for ethnic food artisans.
- A limited number of commercial vendor consultants will be allowed on a first-come, first-served basis after artisans and crafters have had adequate time to apply. (See application for details.)
- JHS Internet Wi-Fi access will be available to vendors. However, we cannot guarantee how your device will work within our building, nor do we guarantee the security of credit card transactions processed over the network.
- Access to Electricity is available. Need for electricity **MUST** be requested at time of application.
- Vendors **MUST** donate one of their items **valued at a minimum of \$15.00 for the Key Club raffle.** Items are raffled off throughout the show. Items donated for the raffle will be picked up during crafter set-up and are displayed until won. All proceeds from the raffle are donated to Key Club charities.

**Applications:** An early application does not guarantee a space, but applying early is appreciated. We should have all spots filled by March 23. Key Club strives for a variety of artisans and crafters for 2019.

**Wait-listing:** we will accept no more than 15 vendors on our waitlist. In the past, we have released no more than TWO-THREE spots to waitlisted vendors due to cancellations. We do not want to give false hope.

**APPLICATION - PHOTOS of SPACE:** Upon receipt of your **2-4 color photos\*** of your **BOOTH SET-UP and PRODUCTS YOU SELL (copies on sheets of paper are fine), application, business sized self-addressed stamped envelope (SASE) and check made payable to Jackson Local Schools, (NO Money Orders NO Cashier's Checks)** you will be considered for a table/space(s).

**Note on sending photos / images:** If you were an accepted vendor in 2017 or 2018 with us there is no need to send photos of your display/set up. **HOWEVER**, if you did not exhibit with us in 2017 or 2018, please send photos or photocopied images on paper of your crafts for sale **and how you set up your space.** (**NOTE:** Booth set up may **NOT include TALL SOLID SIDE WALLS** that may block the view of other vendors next to you.) Photos and photocopies will NOT be returned to accepted vendors. Small tiered displays are fine.

**Space:** Spaces are 8 ft wide by 7 ft deep with an additional 1.5 to 2 ft. of walk space between crafters. Tables are 8' long x 30" deep. If you have two spaces, you will have a 16 ft. long by 7 ft. deep space with an additional 1.5 to 2 ft. of walk space between you and the next artisan. Please limit your display to these dimensions and keep your display one sided; do not create a walkway around your display, but please do set up to have customers walk IN to your space if you prefer. You may place your table in the back of your space and bring side displays as long as the height of the side display **does not impede the customer's view of nearby vendors.** Be courteous of other vendors. **\*\*No items may extend outside your designated area.** (Fire Marshall rules for pathways.)

**Parking: On 11/22 and 11/23** - Crafters are requested to park in the lot in front of the soccer fields after unloading supplies. Drop off is in front of the main entrance to the high school, and crafters **may** temporarily park in the horseshoe in front of the high school for unloading their vehicles. **Two entries:** North – main entrance doors marked **1 E** and East – Doors marked **61E** (next to Bear’s Den Café). Upon unloading, please move your vehicles.

**Equipment:** Vendors must provide their own equipment for displays including extension cords.

**Receipt when accepted:** We will mail you a receipt in the SASE you provided upon acceptance. Checks are usually cashed within 10 to 21 days of receipt and acceptance.

**Hospitality:** Check-in hosts, food, and refreshments will be available on Saturday morning (coffee and donuts). Kiwanis sells food concessions and drinks on Saturday for purchase.

**Loading and Unloading help:** As part of our community service mission, Key Club members will be available to help you carry in/load up your supplies on Friday night, Saturday morning, and Saturday afternoon.

**Craft Show Floor Layout:** A pdf file MAP of the craft show layout is available at the bottom of our craft show website main page. The map is for your reference only. Spots will be assigned to vendors.

In order to keep a balance, we try to limit the number of crafters in each medium. Returning crafters may request the same space though we cannot guarantee that placement. We will do our best! Please send the attached application with your 2-4 **color photos\* or photo copies (if applicable), business-sized self-addressed stamped envelope and check** (made payable to **Jackson Local Schools**) to:

Jackson High School  
Attn: Jennifer Koladin – KEY CLUB  
7600 Fulton Road NW  
Massillon, Ohio 44646

If you have a specific question not addressed in this packet, contact Jennifer Koladin at (330) 837-3501 x1186 or by email at [jjk3jc@jackson.sparcc.org](mailto:jjk3jc@jackson.sparcc.org) . Jackson Key Club is looking forward to seeing you in the fall. We advertise primarily through billboards throughout Stark County. Your signature on the application acknowledges you agree with all terms and conditions.

# Jackson High School Key Club

## Nov. 23, 2019 Craft Show Vendor Application and Agreement

*Our student-run club's mission is to support individual arts and crafts persons in and around our community through this free community service event while raising funds for Key Club charities.*

Please fill out this application and return it with your color photos\* (if applicable), self-addressed **BUSINESS** - sized stamped envelope and **check** made payable to **Jackson Local Schools – (NO money orders/NO cashier's checks)**.

### MANDATORY INFORMATION - INCLUDE valid e-mail and phone number

Name: \_\_\_\_\_ (Include company name)  
 Address: \_\_\_\_\_ if applicable  
 Phone (required): \_\_\_\_\_ SPACE REQUEST: \_\_\_\_\_  
 Email (required): \_\_\_\_\_ (if returning applicant)

### YOU MUST CHECK ALL BOXES THAT APPLY TO YOUR ITEMS

I hand craft all my items.     I design original items and outsource my items for production.     I up-cycle or re-purpose my items.  
 I am a third party vendor who represents a company. I do not craft my own items. \*\*     I buy in bulk for resale. I do not craft my items.  
 \*\*What business do you represent? \_\_\_\_\_

**\*\* Third party vendors and bulk resellers: Note** ~ You are welcome to apply, but your application will be held until March 15, 2019. First consideration is given to crafters, designers and up-cyclers who make and design their own unique products. If space is available after applications for craft vendors have been processed (3/15/19), you will be admitted on a first-come, first-served basis depending upon application receipt date. Note, too, third party vendors may only sell one brand to avoid confusion. Only ONE third party vendor per "company" is permitted. If no spaces available, payment and materials are returned.

### Diagram of Space:

**Please check one space option and write the amount paid:**

_____ <b>One space</b> (space is 8' w x 7'd; no table)	\$40 _____	<input type="checkbox"/>
_____ <b>One table</b> (30" x 8 table' in the 8' w x 7'd space)	\$45 _____	<input checked="" type="checkbox"/> <b>X=Table</b>
_____ <b>Two spaces</b> (16' w x 7'd; no tables)	\$80 _____	<input type="checkbox"/> <input type="checkbox"/>
_____ <b>Two tables</b> (30" x 16' in the 16' w x 7'd space)	\$90 _____	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <b>X=Table</b>
_____ <b>One table</b> (30" x 8') and <b>one space</b> (8' w x 7' d)	\$85 _____	<input checked="" type="checkbox"/> <input type="checkbox"/> <b>X=Table</b>
_____ <b>One Outdoor Space</b> (w/electric) 12' x 12' ( <b>no table</b> )	\$60 _____	<input type="checkbox"/>

**NOTE: Outdoor vendor space is limited to 1 (first come, first served).**

Outdoor vendor (like a popcorn vendor) must be self-contained and have own table/canopy, etc. Electricity is available.

**VENDORS: Will you need an electrical outlet?** \_\_\_\_\_ (yes or no) \*limited electrical spaces available

Brief description why electricity is necessary: \_\_\_\_\_

\*\*No items may extend outside your designated area. (Fire Marshall rules for pathways.)

Write a brief, detailed description of hand-crafted items. **Description you write appears next to your name on our vendor website once accepted:** \_\_\_\_\_

### Description of raffle item(s) to be donated \_\_\_\_\_

By signing, I agree to accept all terms and conditions of participation stated on all pages of the information document and on the application. I accept full responsibility for my displayed work and will not hold the JHS Key Club, the Jackson Board of Education, or Jackson Local Schools, liable for any loss or accidents should they occur. Participation in the craft show is voluntary. I understand no refunds will be given for cancellations I initiate. JHS Key Club is not responsible for loss or misdirection of mail that may negatively affect my participation.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**++ INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED ++**