

2020 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 ****

Date: Saturday, November 21, 2020 open to public at 10:00 am – 4:00 close (**Free admission to public**)
Set-up time: Friday, November 20 6:00 - 8:00 pm only (**doors open at 6 pm, NO earlier - helpers available**)
Set-up time: Saturday, November 21 7:30 am - 9:30 am (**helpers available to help unpack & haul items**)
(Coffee and donuts provided as a courtesy for vendors in the morning)
Clean-up time: Saturday, November 21 4:00 pm - 6:00 pm (**helpers available to help pack & haul items**)

NOTE: Attendance in 2019 – 2,800 shoppers aged 16 & up. Please bring adequate inventory.

Fees: See attached fee list on application Limit of **2 spaces/tables** per vendor.
EACH crafter/artisan **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 before applying:

- All items must be **handmade or designed by the artist**. Wholesale purchasing for resale is not permitted. Third party resellers or commercial vendors are not invited to this event.
- The chance for acceptance is greater if you focus on the sale of **ONE** type of craft or art at this show. If you make jewelry, then just sell jewelry and stay with that theme instead of also offering baby blankets and wooden toys, for example.
- Requesting only one space or one table also increases your chances of acceptance.
- Returning vendors may request the same space, though we cannot guarantee that placement. We will try!
- Due to our own bake sale to support Key Club service projects, **no baked goods** (cookies/pies/cakes/candies) for human consumption are allowed. Consideration given for ethnic food artisans.
- 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 our network.
- Access to Electricity is available. Needs for electricity **MUST** be requested at time of application. Please bring your own power strip and extension cord. We can usually grant all requests for electricity.
- Vendors **MUST donate an item you sell valued at \$15.00 (minimum)** that will be raffled off throughout the event as part of the Key Club service project fundraiser. Donated items will be displayed until won.
- Each vendor must submit his or her **OWN** application and his or her **OWN** check for payment. Checks sent paying for two vendors will be returned, and neither vendor will be considered.
- We accept **checks** ONLY payable to JACKSON LOCAL SCHOOLS. **NO** cash; **NO** money orders; **NO** cashier's checks. Checks **not** payable to Jackson Local Schools will be returned and application will not be accepted. Applications **MUST** be completed in their entirety. Incomplete applications and those without business-sized 9 1/2" x 4" envelopes will not be processed and will be returned to you.

Applications: An early application does not guarantee a space, but applying early is appreciated. We should have all spots filled by **MARCH 20**. Key Club strives for a variety of artisans and craftspersons.

Wait-listing: We will accept no more than 15 vendors on our wait list. In the past, we have released no more than ONE to THREE spots to wait listed 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 9 1/2" x 4") and check made payable to Jackson Local Schools, (**NO Money Orders NO Cashier's Checks**) you will be considered for a table/space(s). Photos and photocopies will NOT be returned to accepted vendors.

***Note on sending photos / images:** If you were an accepted vendor in 2019 with us, there is **NO NEED** to send photos with your application **UNLESS YOU HAVE DRASTICALLY REVISED YOUR BOOTH CONFIGURATIONS or DISPLAY**. Please send updated photos if you have a significantly different display. **NEW APPLICANTS:** If you **did not** exhibit with us in 2019, please send **PHOTOS or PHOTOCOPIED IMAGES** on paper of your **crafts for sale** and **how you set up your space**. Booth set up of new applicants **must be** verified before your application will be considered. Sending only photos of your items you have for sale **will not** make you eligible for participation in the show. (**Note:** Booth set up **may NOT include TALL SOLID SIDE WALLS** that may block the view of other vendors next to you. Small tiered displays are fine.)

(please continue reading on the back side)

Physical Space: Spaces are 8 ft wide by 7 ft deep with an additional 1.5 - 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 - 2 ft of walk space between you and the next artisan. Please limit your display to these dimensions and keep your display one sided or three sided if you do not block other vendors from view; do not create a walkway around your display. You may allow vendors to walk INTO your space and place your table to the back and have tables on the sides, for example. NO booth set ups are permitted that entirely block the view of other vendors or that greatly impede the customer's view of other vendors. No tall solid side screens are permitted. Screens or displays that we can see through are fine especially for racks or items that hang down. Please be courteous. No items may extend outside your designated area per Fire Marshall rules for pathways.

IMPORTANT – Tables and Spaces: If you do not select purchase of a physical table, you will have the space only and need to bring a table of your own. Please follow the application instructions carefully.

Parking on 11/20 and 11/21: Vendors 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 (Door 1E), and vendors **may** temporarily park in the horseshoe in front of the high school for unloading their vehicles. The school's side doors (Door 61E) will also be available near the Bear's Den Cafe for load in and out. SHOW DAY – PLEASE park by the soccer field or by the back gym (door 16W). We need the front lots available for YOUR customers.

Equipment: Vendors must provide their own equipment for displays; lights, table risers, backdrops, extension cords, etc.

Receipt when accepted: We will mail you a receipt and acceptance letter in the SASE you provided upon acceptance. Checks are usually cashed within 10-21 days of receipt. Please be patient. It takes a great deal of time to process all the applications.

Hospitality / Food: Check-in hosts, food, and refreshments will be available on Saturday morning (coffee and donuts). The Belden Village Kiwanis members sell food and drink on Saturday for purchase from 11 – 2 or until sold out. Students will come around to take food orders from you.

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, on Saturday morning, and on Saturday afternoon.

Advertising: We advertise primarily through 3-5 billboards throughout Stark County and on the JLSD Facebook page.

Customers and Show Hours: Please note that we advertise our show as open from 10-4; however, there are often individuals who come to shop earlier than 10 am – sometimes around 9 am. It would be to your advantage to be with your booth and ready to sell by 9. We do not tell any potential customers that they can't come in. Just an FYI based on our past experience.

MISC. INFO: In order to keep a balance, we try to limit the number of crafters and artisans in each medium. Returning vendors may request the same space, though we cannot guarantee that placement. We will do our best.

Please send the attached application with your photos of set up (if new vendor), 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

Your signature on your application indicates you have read this entire cover page and agree to its terms and conditions.

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 .

ADDITIONAL NOTE: for the 2020-2021 school year, MICHELLE JACOBS will become the new KEY CLUB adviser and will be in charge of the craft show. After MAY, 2020, please direct questions to MICHELLE JACOBS: 330-837-3501 x 1302 - or - by email at mrj2jc@jackson.sparcc.org

Jackson Key Club is looking forward to seeing you in the fall!

Jackson High School Key Club

Nov. 21, 2020 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 our community projects.

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 Cashiers checks.)**

MANDATORY INFORMATION - INCLUDE email, phone !

Please PRINT CLEARLY !

Name: _____ (Include company name)

Address: _____ if applicable

Phone (required): _____ Space # request _____

Email (required): _____ (If returning vendor)

YOU MUST CHECK ALL BOXES THAT APPLY TO YOUR ITEMS. I hand craft all my Items.

I up-cycle or re-purpose my items.

I design original items and outsource my items for production.

Please check one space option and write the amount paid:

_____ **One space** (space is 8' w x 7'd; no table) \$40 _____

_____ **One table** (30" x 8' in the 8' w x 7'd space) \$45 _____

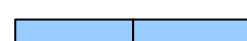
_____ **Two spaces** (16' w x 7'd; no tables) \$80 _____

_____ **Two tables** (30" x 16' in the 16' w x 7'd space) \$90 _____

_____ **One table** (30" x 8') and **one space** (7' d x 8' w) \$85 _____

_____ **Outdoor Space** (w/electric) 12' x 12' (**no tables**) \$60 _____

Diagram of Space:



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

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

INDOOR VENDORS: Will you need an electrical outlet? _____ *limited electrical spaces available throughout the show floor

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 that will appear next to your name on our craft show website

once accepted:

Description of raffle item(s) to be donated: _____

By signing, I agree to accept all terms and conditions of participation including all terms and conditions on the information page that came with this 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 accidents should they occur. Participation in the craft show is completely voluntary. I understand no refunds will be given for cancellations I initiate. JHS Key Club is not responsible for loss or misdirection of US or district mail that may negatively affect your participation. If your check is returned for non-sufficient funds (NSF), your account will be debited electronically for both the face amount and collection fees by eCollect, LLC. You will be given a chance to pay in full before cancellation.

Signature _____ Date _____

++ INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED ++