

La Cueva

Big Bad Bear Band

Revised 2011

Arts and Crafts Fair Rules

This pamphlet was created in mind to help you the vendor to find answers to any questions you might have about the La Cueva Craft Shows.

La Cueva Band Boosters produce two craft shows to support La Cueva High School Band Program. The first show is during December around the Holiday season and the second show is in spring during May. **Both shows are considered separate craft shows.** Both shows are juried and require separate applications. Acceptance into one show does not guarantee acceptance into the other. **Prior participation in past fairs does not guarantee acceptance to this year's fair.**

History

The La Cueva Holiday Show is the largest school craft show. The holiday show has been an ongoing event for over 18 years. The holiday show is held on **the first Saturday of December and focuses on Christmas shopping.**

The spring show is a show which focuses around Mother's day shopping. The Spring show is held on **the first Saturday of May.**

Who can participate?

Both shows focus on hand-made items.

- All items for sale must be the exhibitor's own work/or family member. **Factory made items, items representing only minor rework, or foreign goods or products are not acceptable.**
- No Distributors, allowed
- No Info booths
- In order to maintain a large variety of crafts, booths are limited by the type of craft.
- Sale of food items is prohibited unless approved by the coordinators. **A food permit by the City of Albq. (Or city of residence) must be provided, no exceptions.**

Applications

- **Holiday applications are mailed late April / early May**
- **Spring show applications can be found on the website early January.**
- Vendors from both shows are invited to participate in both show but must fill separate applications.
- Vendors DO NOT need to participate in both show for mailing list

Website: Application available
www.bigbadbearband.com

Email address: Questions
lacuevacraftshow@hotmail.com

Mailing Address:
LCHS/Craft Show,
8011 Wyoming Blvd, M4 -Box 429
Albuquerque NM 87113

Registration

- **Holiday**-Registration fee is \$80.00 per booth. Electricity \$15.00. Registration forms **must be postmarked by July 3, 2012.** After this date will be automatically placed on a wait list.
- **Spring**- Registration fee is \$75.00, Elec \$15.00. Registration forms must be postmarked by March 1st, 2012. After this date will be automatically placed on a wait list.
- Incomplete registrations will be returned. Incomplete means missing photos, signature, or payment. All incomplete registrations will be returned and be placed on a waiting list.
- Photos will ONLY be returned if a self-addressed stamped envelope is provided.

Booths

- Booths sizes 10 ft x 6 ft
- **NO tables, chairs, electrical cords, display materials provided,** Electricity add'l \$15.00
- Booths are pre-assigned and are not negotiable.
- Booths can be re-assigned day of show
- Only one space will be assigned to any one exhibitor. Please do not request multiple spaces.
- **Oversized booth- prearranged 1 year in advance. DO NOT Request unless arranged in advance**

Silent Auction

- All vendors **MUST** donate one silent auction item per booth, which represents items being **SOLD.** Items value of \$15.00 + per booth
- Items donated will be labeled with your name and booth location.
- **DO NOT MAIL Samples. Samples will NOT be returned nor used in silent auction**

Acceptance to Show

Holiday Show- **Notification of acceptance to the Holiday craft fair will be posted on website www.bigbadbearband.com after Aug, 2012**

Spring show- **Notification of acceptance to the Holiday craft fair will be posted on website www.bigbadbearband.com after March 15, 2012**

- No acceptance card will be mailed
- Your cancelled check is your receipt. If your check is cashed you have been accepted.
- Booths numbers can be found on website one month before shows

Setup for Show

- NO FRIDAY setup
 - Setup-Starts Saturday 6:40 am
- All vendors MUST be done setting up by 8:00 am. FAILURE TO COMPLY BY 8:00 AM: MEANS YOU WILL BE EXCLUDED FROM FUTURE SHOWS.
- Your space **WILL BE** given to another vendor that is on the waiting list if you have not checked in by **7:30** a.m.
 - *Notifications of “No-shows” will be excluded from future LCHS Arts and Crafts Fairs.*
 - Primary, unloading area is at the cafeteria entrance. DO NOT park in the fire lanes.
 - Loading and unloading assistance may or may not be available
 - Compliance with Local Safety codes. All displays, belongings, and inventory must be kept within assigned booth space.

Teardown for Show

- **Vendors closing booth before 4:00 pm will be excluded from future shows.**
- Primary, unloading area is at the cafeteria entrance. The small lot directly in front of the cafeteria is for Craft Show Personnel do not load or unload in this area. DO NOT park in the fire lanes.

Advertisement for Show

- Billboard, newspapers, flyers
- FACEBOOK--La Cueva Craft Shows,
- Flyers will be emailed to all vendors to advertise show
- Flyers will also be available on www.bigbadbearband.com and FACEBOOK

Other Information

- Smoking is PROHITIED anywhere
- The State of New Mexico requires a tax ID number and the City of Albuquerque requires a Business Registration for sales of arts and crafts items. Compliance with this requirement is YOUR responsibility. Contact the NM Taxation and Revenue Department or Albuquerque’s Treasury Division for more information.
- Credit Cards machines can only be used if electricity is requested \$15
- No Wi-fi is available
- No Booth/Floor Plan available

Cancellation

- No refunds will be given for any reason 30-days before the show date. No refunds will be given for inclement weather. Cancellations will be sent a refund 30 days after the show not sooner. *Notifications of “No-shows” will be excluded from future LCHS Arts and Crafts Fairs.*

Fire Safety Issues

Fire Department Inspection

- LCHS Craft Show reserves the right to remove any vendor if any safety rules are not followed.
- All vendors must by comply with the Fire Inspector instructions
- Exhibit booths shall be constructed of noncombustible or limited-combustible materials, or treated with a flame-retardant. Nylon, plastic cloths, and certain other plastic materials cannot be made flame retardant, and their use is prohibited.
- **Only three-prong, grounded extension cords shall be used. Extension cords shall be a minimum of 14 to 16 gauge and must plug directly in to provided power strips. Power strips must NOT be piggybacked for multiple connections.**
- No open flames are allowed. Candles may not be lit under any circumstances.
- Storage of any combustible materials behind the booths is prohibited.
- Compressed flammable gases, flammable or combustible liquids, and hazardous chemicals are prohibited.

Contact Information

- Questions: lacuevacraftshow@hotmail.com
Celina Stoyanof, Lucy Reverse,
Sandra Montoya