## Applicant Information

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Full Name: |  |  | | |  | Phone# |  |
|  | First | Last | | |  |  |  |
| Business name: |  | | Email |  | | | |

**PLEASE PRINT AS CLEARLY AS POSSIBLE. COMMUNICATION IS PRIMARILY THROUGH EMAIL.**

## CRAFT INFORMATION

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| **CRAFT:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| Description: |  |  |

We use this information to help with placement, please provide as much detail as possible.

## BOOTH INFORMATION

**SPACES ARE 10’ X 6’ SPACES ARE $85.00 each (2 spaces are $170)**

**ELECTRICITY: YES OR NO (PLEASE CIRCLE ONE) and ADD $ 25.00**

**15’ X 6’ BOOTHS $150.00 LIMITED AVAILABILITY before you submit an application for the large space please**

**EMAIL** [**LCBBCRAFTSHOW@OUTLOOK.COM**](mailto:LCBBCRAFTSHOW@OUTLOOK.COM) **FOR AVAILABILITY. These spaces sell out and are the only ones that will sell first come, first serve. Once you receive the confirmation that you have received a large space, you will need to submit application and payment.**

## LOCATION PREFERENCE - NO GUARANTEE

**LOCATIONS AVAILABLE: PLEASE CIRCLE YOUR CHOICE**

CAFETERIA CONCOURSE A HALL BEST AVAILABLE

HAVE YOU BEEN A VENDOR WITH LA CUEVA BOOSTER CLUB BEFORE? \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SPACE REQUESTS ARE NOT A GUARANTE AND BEING A RETURN VENDOR IS NOT A GUARANTEE.**

**I WILL TRY AND HONOR YOUR REQUESTS, IF I CAN. NOTE: While preference can be given to returning vendors, the Committee’s goal is to offer shoppers a balanced and interesting selection of diverse arts and crafts.**

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**Application, payment and pictures will need to be mailed to:**

TAMMY STRICKLAND

LCBB CRAFT SHOW COORDINATOR

1835 MORRIS ST NE

ALBUQUERQUE, NM 87112

PLEASE SUBMIT AT LEAST 2 PICTURES WITH YOUR APPLICATION.

**Checks and money orders made out to: LCBB**

\*\*PLEASE NOTE: THE LA CUEVA BAND BOOSTER CLUB DOES NOT ACCEPT ELECTRONIC PAYMENTS AND WILL NOT REACH OUT TO YOU ON ANY SOCIAL MEDIA PAGE TO BE A VENDOR OR ACCEPT PAYMENTS.

WE DO NOT ACCEPT PAYPAL, VENMO OR ZELLE.

PLEASE READ THE RULES ON PAGE 2 AND SIGN AS ACKNOWLEDGEMENT.

#### The craft fair is volunteer ran and 100% of your booth fee benefits the kids in the La Cueva Band. Thank you!!!

The Spring show is smaller than the holiday show and we accept almost all vendors.

Again - we do not accept electronic payments. We will not send you information via FaceBook or Instragram, Mailing your application, pictures and payment is the only way to be accepted into the show.

Timeline: Almost all vendors will be accepted to this craft fair. I will send confirmation emails to applicants. Space assignments will be sent to vendors by April 22, 2023. Craft Fair is May 6, 2023.

**RULES:**

Who can participate: Artists, artisans, craftsmen, crafters and distributors. Vendors that sell food items need prior approval from the committee and must obtain a food permit from cabq.gov.

The booster club is not responsible for obtaining permission on your behalf. **NO EXCEPTIONS.**

\*\* Photos will be returned if a self-addressed stamped envelope is provided. If you are not selected for the show and you want your check back, please provide a self-addressed stamped envelope otherwise the check will be destroyed.

Silent Auction: All vendors must donate 1 item (minimum value $15.00) representing what is being sold from your booth. If you do not wish to donate, please send a separate check for $15.00. La Cueva student volunteers will collect items the morning of the show. **Please note these items will not be returned to you if not sold, this is a donation**.

Vendor set up Saturday May 6th starting at 7:00 am. Please plan to be ready by 8:30 am, the Fire Marshalls office will inspect at 8:30 am. Sorry there is no set up on Friday.  **No refund for NO shows**. Although show is scheduled to start at 9 am once the doors are unlocked the shoppers are welcome to come in. We will advertise the show starts at 9 am.

We will have student and parent volunteers available to help with loading/unloading. More info will be sent on day of instructions.

#### **Vendors will be responsible for Wi-Fi/Internet. The free Wi-Fi at APS is not great. The booster club has no capabilities to offer Wi-Fi and APS does not provide a password for our use, please plan accordingly. If your credit card machine needs electricity, please be sure to include the fee and request a space w/electricity.**

**CANCELLATIONS (please read):**

* Cancellations received before April 22, 2023 will be eligible for a refund minus a $10. service fee
* Cancellations from 04/23 – 05/04/2023 will be eligible for a refund minus $25.
* Cancellations received on 05/05 and 05/06 will be reviewed by committee and may not be eligible for a refund.
* No refunds for No shows – no exceptions

Vendors must comply with APS and City of Abq. safety codes at all times. THERE IS NO SMOKING ON APS PROPERTY.

THERE IS NO ATM. PLEASE DO NOT BRING YOUR PET TO THE SCHOOL, SERVICE ANIMALS ONLY IF NEEDED.

Electricity rules: power strips into wall and then into items, please do not piggy back on to multiple power strips. Please make sure the cords are visible and NOT a tripping hazard.

NO LIT CANDLES or OPEN FLAMES. NO SPACE HEATERS OR FANS ALLOWED. ANY QUESTIONS ON THE RULES, please ask.

## Disclaimer and Signature

I acknowledge that I have read and comprehend all the vendor information and rules and I agree to comply. I will not hold the LCHS Band Boosters and their representatives and/or APS liable for any claims that would or may be made regarding accidents, injury, loss of property, loss of income arising from my application to, acceptance to, rejection from, and/or participation in this craft show. I understand that the LCHS Band Booster club reserves the right to reject any application for ANY or NO reason.

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| Signature: |  | Date: |  |