

# La Cueva Band Booster

## 2024 Spring Craft Fair Application

SATURDAY May 4, 2024, From 9AM – 4PM

La Cueva Band Booster club runs the craft fair, and your booth fee benefits the La Cueva Band students.

**THANK YOU!**

### **RULES:**

**BOOSTER CLUB DOES NOT ACCEPT ELECTRONIC PAYMENT.** MONEY ORDER OR CHECK IS ACCEPTED.

Please fill out and sign your money order, DO NOT SEND IT BLANK.

Spring show we accept distributors (Avon, Tupperware, Scentsy, etc.) BUT only one of each vendor type. It will be based on first application received and paid.

Parent and Students are available in the morning to help bring items to your location, they are not available to help set up your space. At the end of the day, we will have band student available to help carry your items to your vehicles.

Parents/Students are very grateful for your attendance at the craft show and volunteer their time to help vendors with unloading and loading your items, we may not have enough volunteers for every vendor. **Please be patient and understanding.**

**In no way will we tolerate rudeness towards volunteers (parents or students).**

Silent Auction – every vendor must donate an item or pay the fee (\$15.00), **no exceptions.** Donated items must represent your craft and be of value of at least \$15.00. Students will collect your items in the morning, please have them ready. **Silent auction items are a donation, they will not be returned if not sold. Again, in no way will we tolerate rudeness towards our silent auction volunteers.**

The Spring show is a smaller event so once I have your application, I will email you a confirmation of acceptance. Locations available are Cafeteria, Concourse and B-Hall. **REMINDER:** We are happy to take your space requests, but we do not guarantee location requests will be granted.

**Spaces are 10x6 for \$85.00, 15x6 for \$150.00 and additional \$25.00 for electricity, if needed.**

## Applicant Information

Full Name: \_\_\_\_\_ Phone# \_\_\_\_\_  
*First Last*

Business name: \_\_\_\_\_ Email \_\_\_\_\_

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

## CRAFT INFORMATION

**CRAFT:** \_\_\_\_\_

**DESCRIPTION OF CRAFT:** \_\_\_\_\_

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

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PLEASE SIGN PAGE 3 as ACKNOWLEDGEMENT of RULES.

### BOOTH INFORMATION

10' X 6' SPACE is \$85.00 \_\_\_\_\_

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

**LIMITED AVAILABILITY:** 15' X 6' BOOTHS \$150.00. Before you send payment for a large space, please email me to confirm that one is available. We have very few large spaces and they sell out quickly. They will be first come, first serve. Email is: [LCBBCRAFTSHOW@OUTLOOK.COM](mailto:LCBBCRAFTSHOW@OUTLOOK.COM)

### LOCATION PREFERENCE - NO GUARANTEE

LOCATIONS AVAILABLE: PLEASE CIRCLE YOUR CHOICE

CAFETERIA

CONCOURSE

B HALL

BEST AVAILABLE

Have you been a vendor with La Cueva before? \_\_\_\_\_ Please note being a return vendor will not guarantee your location requests, **we will TRY and honor all requests.**

Spring show we will take applications and assign spaces as they are received by the coordinator. **First Come, First Serve.** 15x6 Spaces sell out fast, please email me for space availability before you send a payment.

Applications must be printed and mailed with payment AND pictures (no exceptions):

TAMMY STRICKLAND  
LCBB CRAFT SHOW COORDINATOR  
1835 MORRIS ST NE  
ALBUQUERQUE, NM 87112

CHECKS MADE OUT TO: **LA CUEVA BAND BOOSTER CLUB (LCBB)**

- Please do not add my name to your payment (check or money order)
- Please do not take application/payment to La Cueva High School

#### Reminders:

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](http://cabq.gov).

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

Our band students host a bake sale and sell breakfast and lunch items this is part of their fundraising so we will not allow food trucks or direct competition with them on bake sale items.

Photos will be returned if a self-addressed stamped envelope is provided.

Vendor set up Saturday May 4<sup>th</sup> starting at 7:00am, please plan to be completely set up by 8:30 am. Fire Marshall will inspect by 8:30 am. NO set up on Friday.

**No refund for NO shows.**

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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 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:

- Cancellations after payments have been submitted to the bank, refunds will be minus a \$25.00 service fee.
- Cancellations 05/01 – 05/03, refunds will be available minus a \$35.00 service fee.
- 05/04/2024 Cancellations or No shows – no refunds/no exceptions.

If your payment is returned from the bank for insufficient funds, we will notify you that your space will not be available until a money order for the booth fee plus \$25.00 for the returned check is received.

Vendors must comply with APS and City of Albuquerque 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.

REMINDER: Vendors are responsible for bringing table and chairs, the booster club will not be providing them.

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

NO LIT CANDLES or OPEN FLAMES.

NO FANS.

**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 LCHSD 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.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_