

C R A F T F A I R F O R M

WINTERFEST 2010 CRAFT FAIR APPLICATION & CONTRACT

December 10, 2010 – 6 p.m. - 9 p.m.

December 11, 2010- 10 a.m. - 5 p.m.

Deadline for Application & Payment: Wednesday, November 3, 2010

Business Name: _____	Artist Name: _____
Address: _____	
City, State, Zip: _____	Phone: _____
E-Mail: _____	Fax: _____

Description of Item(s) Selling:(Attach additional sheet if needed)

Please **enclose 3 photos** of your work **or website address** where the items can be viewed for your booth display. (Photos will be returned, if requested)

Website: _____

<input type="checkbox"/>	10'x10' Indoor Space for December 10 & 11.	\$100/Space
	It is Artist's Responsibility to maintain the appearance around their booth.	
<input type="checkbox"/>	10'x10' Indoor Space for December 11 ONLY.	\$100/Space
	It is Artist's Responsibility to maintain the appearance around their booth.	
<input type="checkbox"/>	10'x10' Outdoor Space for December 11 ONLY.	\$50/Space
	It is Artist's Responsibility to maintain the appearance around their booth.	
<input type="checkbox"/>	10'x10' Tent	\$95
	Yes / No	
<input type="checkbox"/>	<input type="checkbox"/>	Electricity Required
	If yes, Amount of Amperage _____	\$25
	All electricity appliances, including cords and plugs, must be electrically sound. The event coordinator reserves the right to disconnect power from any booth with questionable equipment.	

BOOTHS ARE NOT RESERVED UNTIL FULL PAYMENT IS RECEIVED AND PROCESSED.

Deposit Check (A \$20 fee will be withheld for cancellation) **\$ 50**

Total Enclosed: \$ _____

By my signature hereon, I have the authority on behalf of the participating party as registered for this event. I hereby release and discharge the City of Henderson and their officers, members, agents, employees, and other persons connected with this contest from any and all known or unknown damages, injuries, losses, judgments and/or claims for any cause whatsoever suffered by me personally or to my property, the participating party or its property, as well as anyone under my direction or control.

I also agree to indemnify without reservation or qualification, all of the aforementioned persons from any and all liability occasioned by or resulting from any conduct of any person assisting or cooperating with me and/or under my direction or control.

I have read and understand the foregoing and realize that my signature hereon limits my rights by law.

Applicant Signature: _____ Date: _____

NOTE: Initials required on Page 2

CRAFT FAIR FORM

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1. Thank you for participating in the WinterFest Craft Fair from December 10-11, 2010 at the Henderson Convention Center.
2. NO commercial and/or homemade food items will be allowed. The staff reserves all right to refuse the sale of any item(s) deemed inappropriate.
3. Spaces will be located inside the Henderson Convention Center (Indoor booths) and at the Henderson Convention Center patio area (Outdoor booths).
4. ALL Indoor & Outdoor booths are assigned randomly.
5. Outdoor booths with electricity are LIMITED. If you've paid for your own electricity, please bring your own extension cord.
6. One table and 2 chairs will be provided for each booth. Additional items (tables, trellis, tents etc.) will be permitted as long as it fits in your 10'x10' space. If you chose to bring your own tent, please plan on weighting the tent properly, only if outside. For safety reasons, any tent deemed not weighted properly will need to be removed. Tents are available for rent and will be sent up by event staff.
7. Upon arrival, please check in at the information booth, located, between 1 p.m. and 3 p.m. on Friday December 10, and between 6:30 a.m. and 8:30 a.m., Saturday December 11. Dollies/hand trucks will not be supplied by the City. Please bring/supply your own. There are many entrances into the Henderson Convention Center/ Henderson Events Plaza from the parking lot. Please DO NOT Park in unloading/fire zones.
8. Please have plenty of change. The City CANNOT provide you with any money.
9. Dress accordingly for the winter temperatures.
10. NO refunds will be given due to the inclement weather. Refunds will only be given if the City of Henderson cancels the event.
11. Vendors will not be allowed access to tear down booths until the end of the event. Early tear down will result in forfeit of \$50 deposit.

Please Return Entry Form To:

City of Henderson ▪ Cultural Arts & Tourism Department MSC 311 ▪ P.O. Box 95050 ▪ Henderson, NV 89009-5050
(702) 267-2171 phone ▪ (702) 267-2177 fax