

# Henry Barnard Laboratory School 2018

## Fall Fest and Craft Fair

### Saturday, September 22, 2018, 2pm-5pm

Thank you for your interest in being a vendor at our annual Fall Fest & Craft Fair! All proceeds from the craft fair go directly to fund activities our students enjoy throughout the year and provide resources to students and faculty. We appreciate your support of our school!

Please complete the application with full payment for consideration. Acceptance of applications will be sent to the email address provided by August 5<sup>th</sup>.

Application deadline: 7/31/18

#### Event Details:

1. Setup/Break Down/Staffing:
  - a. All crafters can setup starting at 12:30 pm the day of the fair and must be set up and ready to sell by 2:00 pm.
  - b. Break down can start no sooner than 5:00 pm and must be completed by 6:00 pm.
  - c. No crafter is to close or start breaking down before the official closing time of 5:00 pm.
  - d. Before leaving, be sure your area is clean and trash-free. Any items left will be donated.
  - e. All crafters are responsible for setting up and cleaning their own display area
  - f. Crafters are responsible for unloading/loading their items.
  - g. Crafter spaces must be manned at all times and intact until show closes at 5:00 pm.
  - h. Crafters are not permitted to leave their space to solicit sales or pass out flyers.
  - i. Please make sure you have sufficient cash on hand, there is limited wifi available, there is cellular service.
  - j. The craft show will be located outdoors. Crafters are responsible for providing their own tent if needed. The event is held rain or shine.
  - k. Loading/unloading will be in front of the school. All cars must be removed from the loading area no later than 1:15 pm. Parking is available in Lot D.
2. Crafter Items: We prefer handmade items but do allow a limited number of direct sales/home party businesses.
  - a. All items must be in good taste and suitable for a school craft fair.
3. Crafter Responsibility:
  - a. Each crafter is responsible for any loss/damage to their space or items.
  - b. The HBSPA, Henry Barnard School, or Rhode Island College will not be responsible for any theft or damage from any exhibit/vehicle.
4. Crafter Spaces/Tables:
  - a. Spaces will be assigned on a first come, first served basis.
  - b. Tables must be reserved in advance and will not be provided on the date of the show unless reserved with application. We have a limited number of tables.
  - c. Placement, flow and competition will be taken into consideration.
  - d. No-shows will not be considered for future fairs.
5. Raffle Donation
  - a. All crafters/vendors will be required to provide one item for a raffle. Items must be placed on the raffle table by 1:45 pm.

\*\*If you have any further questions, please email [hbsparentassoc@gmail.com](mailto:hbsparentassoc@gmail.com).\*\*

## Henry Barnard Laboratory School 2018 Fall Fest and Craft Fair Application

All fields must be completed.

Crafter's Name	
Name of Business	
Address	
Phone Number	
Email	
Website (if applicable)	

Please check the category that best describes your items. Check "other" if your items are NOT handmade.

<input type="checkbox"/> Home Décor	<input type="checkbox"/> Christmas Theme	<input type="checkbox"/> Needlework	<input type="checkbox"/> Ceramics
<input type="checkbox"/> Children's Items	<input type="checkbox"/> Fashion	<input type="checkbox"/> Food/Cooking	<input type="checkbox"/> Jewelry
<input type="checkbox"/> Fine Art	<input type="checkbox"/> Papercrafts	<input type="checkbox"/> Other	

List items to be sold. Please be as detailed as possible. We use this information in order to not oversaturate/place close to others with similar/like items. Once your application/item(s) has been approved, you must request additional approval if you make changes to your craft items.


Crafter agrees to the following space (includes 1 chair):

10'W x 10'D Space Only.....(\$45.00) x \_\_\_\_\_ = \$ \_\_\_\_\_

10'W x 10'D Space & Table.....(\$60.00) x \_\_\_\_\_ = \$ \_\_\_\_\_

Space w/ Electricity (+\$5.00)..... = \$ \_\_\_\_\_ \*We have a limited number of spaces available with electricity. Crafters are responsible for bringing their own extension cords.

Advertisement on flyers, website, and posters (+\$5.00)...= \$ \_\_\_\_\_ Total Due \$ \_\_\_\_\_

\*You are encouraged to bring your own display/table(s) provided they fit in the space provided (one 6' or 8' table will fit in the space provided). If you are in need of tables, you MUST pre-reserve them to ensure we have them on hand. We have very limited number of tables.

Please complete the registration form and mail with payment payable to *The RIC Foundation* (Please note "craft fair" in the memo line).

**HBSPA**  
**c/o Henry Barnard Laboratory School**  
**Attention: Fall Fest & Craft Fair Committee**  
**600 Mount Pleasant Avenue, Providence, RI 02908**

Checks will only be cashed after you are offered a spot in the fair. Vendors placed on the waitlist will have their payments held until offered a spot. If a vendor is not offered a spot, they will be notified and their check will be shredded.

By completing the application, I have read and agree to all of the conditions of this agreement.

We, the undersigned for and in consideration of permission and space to participate in this event, agree to indemnify, hold harmless and defend the Henry Barnard School Parent Association, Henry Barnard Laboratory School, and Rhode Island College, its officials, representatives, agents, employees, and volunteers from and against any and all claims, actions, lawsuits, damages, judgments, liability and expense, including attorney fees and litigation expense, in whole or in part arising out of, connected with or in any way associated with my/our activities preparing for, participating in or departing from the event. I have read and fully understood the above Hold Harmless and Indemnification Agreement.

I understand that the Henry Barnard School Parent Association and Henry Barnard Laboratory School reserve the right to photograph and/or record facilities, activities and program participants for potential future use. I hereby grant permission to them to use my or my participant's photograph and/or audio/video recording for any lawful purpose, including for example such purposes as print and online advertising. I understand that I will not be paid or receive anything related to the use of my/my participant's photograph and/or recording. I understand that all photographs and recordings will remain the property of the Henry Barnard Laboratory School and the Henry Barnard School Parent Association. I acknowledge their right to alter or edit any photographs and/or recordings at its discretion. I agree to release them from any and all legal claims I or a third party may have arising from the use of my/my participant's photograph and/or audio/video recording. All photos will remain their property.

We, the undersigned also agree that our participation in this event is at the discretion of the Henry Barnard School Parent Association, the Henry Barnard Laboratory School, its officials, representatives, agents, employees, and volunteers. I enter into this agreement knowing that at any time they reserve the right to not accept my application. I also understand that my participation and this agreement may be voided at any time after the application is accepted, up to the day of the event. I agree to indemnify, hold harmless and defend them, and against any and all claims, actions, lawsuits, damages, judgments, liability and expense, including attorney fees and litigation expense, in whole or in part arising out of, connected with or in any way associated with my application submission and potential participation in the event. I have read and fully understand this agreement.

NOTE: BY SIGNING THIS AGREEMENT, YOU ARE AGREEING TO RELIEVE RHODE ISLAND COLLEGE, HENRY BARNARD LABORATORY SCHOOL, HENRY BARNARD SCHOOL PARENT ASSOCIATION, AND ALL VOLUNTEERS AND STAFF OF LIABILITY FOR PERSONAL INJURY, WRONGFUL DEATH, PROPERTY DAMAGE, LOSS OF OPPORTUNITY AND LOSS OF INCOME.

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

Printed Name: \_\_\_\_\_

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

\*\*\*\*\*Committee use only below this line\*\*\*\*\*

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

Check Number: \_\_\_\_\_

Approved  Table Assignment: \_\_\_\_\_ Acceptance Emailed: \_\_\_\_\_

Rejected  Date Notified: \_\_\_\_\_ Date Check Shredded: \_\_\_\_\_