

Shawsheen Valley Technical High School

9th Annual Fall Fair

Vendor Application Form

Saturday, November 19, 2016 from 9:00 AM to 3:00 PM

100 Cook Street, Billerica, MA 01821

acaira@shawsheen.tec.ma.us

jtildsley@shawsheen.tec.ma.us

svthsaa@gmail.com

Please complete this form, enclose your check or money order (*payable to Shawsheen Valley Technical High School, with Fall Fair on the memo line*), and mail to:
Shawsheen Valley Technical High School-Attention: Angela Caira
100 Cook Street, Billerica, MA 01821

Vendor Information—Please write clearly

Name _____

Name of Craft _____

Address _____

Phone _____

Email _____

**Please describe in detail the items you will exhibit*

Check one of the following:

- ☐ I would like to reserve 1 space (8' deep x 10' wide) at \$45.00.
☐ I would like to reserve 2 spaces (maximum) at \$90.00.
☐ Additional accommodations (may not be granted, but we accept requests).

☐ Please indicate if you **NEED Shawsheen to provide your table(s).**

A decorative border of pumpkins with carved faces surrounds the entire page. The pumpkins are arranged in a grid-like pattern, with some on the top and bottom edges and others forming vertical columns on the left and right sides.

Important Fall Fair Information~~PLEASE READ

The ninth annual Fall Fair will be held on Saturday, November 19, 2016. The venue is the Shawsheen Valley Technical High School gymnasium, cafeteria, and if necessary, the hallway that adjoins the two rooms, located on 100 Cook Street, Billerica, MA. Please note that room assignments will be made in the order of which the applications are received (unless a specific request is made, but we cannot guarantee accommodations). We will fill the gymnasium first, followed by the cafeteria, and if necessary we will use the hallway that adjoins the two rooms.

A confirmation letter will be mailed to you prior to the event; Driving directions and registration instructions will be provided with your confirmation letter. The proceeds to this event will benefit the FreshStart Orientation program and the Alumni Organization. All vendors keep 100% of their profit. Thanks in advance for your support of our efforts. **All applications are due (with payment enclosed) on or before Monday, October 3rd.** We look forward to hosting you!

- Parking is available in the back parking lot. You may unload your vehicle near the building, **but please plan to move your vehicle to the far end of the parking lot to create spaces for patrons parking** (the more patrons, the more sales for you). Please adhere to this request. Thank you in advance for your support and cooperation. It is much appreciated!!!!
- Set up may begin at 6:30 A.M. **Vendors are not allowed entry before 6:30 A.M.**
- **Power/electricity is not available.** Limited exceptions will be made on a first-come-first-served basis. We cannot guarantee electricity accessibility.
- Each space is \$45.00. Each vendor is limited to 2 spaces only (space permitting). **Payment MUST be received on, or prior to Monday, October 3rd.**
- Handicapped and standard restrooms are located in the school facility.
- SVTHS assumes no liability for any property or goods of the vendor. The vendor will not hold SVTHS responsible for any personal liability.
- SVTHS will provide vendors with tables, **upon request.** Two chairs will be automatically provided. If additional chairs are needed, please make a written request on your application (under "additional accommodations") and we will do our best to accommodate.
- It is the vendor's responsibility for all taxes and license.
- Vendors must keep their area set up for the entire event. **NO early breakdowns. Vendors will be required to pay a \$45.00 fine for early breakdown.**
- We accept raffle donations at the liberty of the vendor, and we thank you in advance for your support and consideration. Each vendor who contributes to the raffle table will receive complimentary raffle tickets.

By submission of this application, you acknowledge you have read this document, and agree to its terms. If you have any special requests or comments, please note them on the application form.

We will try to meet your requests, but we cannot guarantee accommodations.

You will receive a confirmation letter & directions approximately one week prior to fair.

I, _____, hereby agree to abide by the rules here within.

Signature: _____ Date: _____

Thank you for your participation in our Fall Fair. We look forward to receiving your signed application form (with payment) on, or before **Monday, October 3, 2016.**

If you have any questions/concerns, or need additional information, contact:

Angela Cairra acaira@shawsheen.tec.ma.us,
Jason Tildsley jtildsley@shawsheen.tec.ma.us
Robin Sgrosso svthsaa@gmail.com

*Sincerely,
Angela Cairra, SVTHS Orientation Coordinator
Jason Tildsley, SVTHS Alumni Liaison
Robin Sgrosso, SVTHS Alumni President*

***In an effort to address feedback from previous years, we will limit the number of jewelry vendors at the event. However, we appreciate that there are many different types of jewelry, and would like to have a varied representation, so please be very descriptive on your application form. Thank you. In addition, we will do our best not to duplicate “craft” vendors, but please know in advance it is difficult for us to always determine what your “craft” is unless you provide a detailed description on the application. Once again, thank you in advance for your support.**

The Kids Corner & Pictures with Santa will return next year, but the Bingo cards will NOT.

As always, your help and support with publicity and promotion of the Fall Fair is greatly appreciated!

Shawsheen Valley Technical High School admits students and makes available to them its advantages, privileges and courses of study without regard to race, color, sex, religion, national origin, sexual orientation or disability.