



Arlington Classics Academy

1st Annual

Arts & Craft Fair & *More*

Saturday, November 16th, 9:00am – 5:00pm

2013 Information and Fair Rules

Please read the following information carefully. If you have any questions or need clarification, please contact Jeanette Ramirez at acaartsandcraft@gmail.com. We are looking forward to your participation at our annual event.

This event supports a wonderful program at ACA, Odyssey of the Mind. These students work hard throughout the school year solving an Odyssey of the Mind problem where they demonstrate their unique creative solutions while appreciating the creativity of others. They are then judged in a series of rigorous regional, state and national competitions. Last year, this was an inaugural program at our school, and our success took our students to Houston and Michigan State University!

Arlington Classics Academy is a tuition-free public charter school. We have over 1200 students in grades Kindergarten through 8th grade. Parents, teachers, family and friends are very supportive of ACA events, and we are confident that with advertising, marketing and word of mouth, this event will be well attended.

All vendors will be contacted by email once the application and payment has been received. Please make sure we have your current email and cell phone number at all times. If we have any changes or updates regarding the fair, we will communicate with you via email.

Information, Disclaimer & Security:

The Arts & Craft Fair & More will be held on Saturday, November 16th, 2013. All vendors are expected to be in attendance from 8:30am to 5:00pm. Early teardown will not be allowed. The fair will be held at Arlington Classics Academy, Bowen Campus 5200 S. Bowen Rd. Arlington, TX. Booths and tables will be set up in both the gymnasium and hallways of the main building. Additional space will be made outside if necessary. Arlington Classics Academy is not responsible for any changes that could affect the Fair, such as physical damage, construction or administrative decisions. We are not responsible for any theft or damage in your booth at any time. Please plan to secure your merchandise and remove all valuables. Keep cell phones, wallets, purses, etc. hidden at ALL times.

Application and Payment Information:

Applications will be accepted from September 3rd, 2013 until we are full to capacity. Because this is our first annual event, booths will be offered on a first come, first serve basis with priority going to Odyssey of the Mind families. OM families must have their payment and application turned in prior to September 3rd. We will only allow one vendor to sell a commercial name brand. Please read the vendor application carefully, fill it out completely, include your total booth fee paid by check or money order, and mail both to the address on the application. Please be sure to include your email address as this is how we will communicate with you and confirm receipt of your application.



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Booth Sizes, Fees and Rules:

\$60 - 10x10 Booth

\$40 - 5x10 Booth

\$25 – 8' table space (you must supply the table)

You may purchase more than one booth, however side by side booths must be the same size. Booths may not be shared between vendors. Electricity is limited, but available at an additional \$10.

Your booth space will be numbered and taped off. You must keep all items within the taped off boundaries. We will not be able to provide tables or chairs, so you will be responsible to bring your own. No tables, chairs or displays may block the exits or isles. No nails, screws or staples may be put in walls, floors, or ceiling of the school. We reserve the right to remove any vendor for violation of any rule, at any time, including setup.

Vendor Identification & Admission:

Admission to the Fair is a donation of \$2 for adults and \$1 for students. Each vendor will be provided 2 vendor badges that must be worn at all times during the Fair and is considered your admission. Replacement badges will be available for a \$5 fee at the Vendor Table.

Fair goers will be given a ticket upon admission. We will be conducting a free giveaway throughout the event. Each vendor is asked to donate one item for the giveaway. Please bring your item to the Vendor Table by 8:45am on the day of the event. . Please be sure to include your company or booth's information on a 3x5 index card with your donation. That information will be promoted over the intercom when your item has been awarded.

Setup & Teardown:

Friday evening, setup will be from 6pm – 9pm. Doors open to the public at 9:00am. All vendors must be set up and ready for business by 8:45. Please make sure any moving equipment is clearly labeled with your name. All vendors are required to stay setup until 5:00pm. Please do not begin tearing down until after that time.

General Information:

- No smoking, drugs, alcoholic beverages, weapons/ammo, knives or pets are permitted on schools grounds. This is both a local and state law. Offensive language, material and behavior are strictly prohibited. Violators will be asked to leave the premises immediately.
- Overnight parking will not be permitted.
- All vendors are required to collect, report, and pay state and local sales tax.
- NO BOOTH REFUNDS will be given for any reason – NO EXCEPTIONS. All fees are classified as a donation to Arlington Classics Academy Odyssey of the Mind program.



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VENDOR APPLICATION

Name:			
Email:			
Company Phone:			
Address:			
City:		State:	Zip:
Phone:		Alt. Phone:	
Please list all items you plan to sell at this fair. Please be specific with descriptions, commercial name brands, etc. We will only allow ONE vendor to represent a commercial name brand.			
	10x10 Booth	Price: \$60.00	
	5x10 Booth	Price: \$40.00	
	8' Table Space	Price: \$25.00	
	Electricity	Price: \$10.00	
	Total Amount Enclosed		
	Make checks payable to: Arlington Classics Academy		
	*There will be a \$25 charge for all returned checks		
Please send payment to:	Arlington Classics Academy Attn: Arts & Craft Fair 5206 S. Bowen Rd. Arlington, TX 76017		
FOR OFFICE USE ONLY	Check #	Amount:	Booth#:
Date Received:			
In consideration of the granting of the right to participate, entrants, participants and spectators, by execution of this form, release Arlington Classics Academy, 5200 South Bowen Road, Arlington Texas 76017, and their officers, directors and any representative or workers or property owners, or occupiers, or sponsors connected with the presentation of "Arlington Classics Academy Arts & Craft Fair" of and from any claim, injuries, losses, damages or judgments that may be suffered by the entrant, participant or spectator to his person or property and agree to indemnify the aforesaid parties against loss, liability, expenses or payment resulting from any such loss to person or property.			
Signed: _____		Date: _____	