

<http://allenffacraftshow.wixsite.com/allenffacraftshow>



# **Annual Allen FFA Craft & Trade Show**

**Saturday, November 9, 2019**

**Allen High School Cafeteria**

**9 am - 5 pm**

**Admission is FREE**

## **Terms & Conditions**



Your participation in the Annual FFA Craft & Trade Show helps support the Allen High School FFA Chapter. Our craft show workers are volunteers who are donating their time to help make the Annual Allen FFA Craft & Trade Show a success, they are not paid employees. We work hard to make the craft show the best show possible and request your patience with any discrepancies or concerns that may arise.

**LOCATION:** Allen is located north of Dallas on Highway 75. From 75 take Exchange Pkwy exit, go east on Exchange approximately 1 mile to the 2nd red light. Turn right on Rivercrest Blvd.; the High School will be about ½ mile down on your right.

**BOOTH ASSIGNMENTS:** Booth spaces will be determined by the Craft Show Coordinators. Returning vendors will be given preference. Placement, flow and competition will be taken into consideration to provide the best experience for fair attendees. If you have special space needs, please include your request with your application and we will make every effort to accommodate you. Spaces are reserved on a first come first served basis. Vendors must ensure that none of their display equipment extends beyond the space they have booked; this includes any rails, stands or additional equipment. Every effort will be made to separate those exhibitors with similar products, but cannot be guaranteed! Please be specific in listing the items you are selling and please email 2 photographs. The photos may be used on the craft show website. Booth assignments will be available at 5 pm the Friday before the show. We are NOT a juried show.

**TABLES, CHAIRS & ELECTRICAL:** Vendors can supply their own tables and chairs. Tables and electricity will be available at an additional charge. Extension cords will not be provided; vendors must supply their own with their own tape to tape down the cords. Extension cords must be in good condition. Tables must be covered to the floor and extra boxes must be hidden from view. Please see order form for rental fees.

**CONFIRMATION:** When a contract is received and approved you will receive a confirmation that you have been accepted into the show. Confirmation of acceptance will be emailed as soon as possible. The Allen FFA reserves the right to decline any application for space or vendor duplication, if it deems such action to be in the best interest of the show. For example if it is a duplicate vendor company. If you have not heard from us within 2 weeks of mailing your application please email me to confirm the application was received through my school mail system. [stacy.schertz@allenisd.org](mailto:stacy.schertz@allenisd.org)

**SHOW UPDATES:** show updates will be posted on our facebook page: [www.facebook.com/AllenFFACraftShow](http://www.facebook.com/AllenFFACraftShow), please go and like the page!

**SETUP/BREAK DOWN:** All vendors must be set up and ready to sell by 8:45 am the day of the show. Set up will be the Friday PRIOR to the event from 5 pm to 10 pm or the day of from 6 am to 8:45 am. This is an indoor show and will be held inside the Allen High School Cafeteria located in the front of the school. You will need to unload at the back of the school; signs will be visible to indicate the location. Show entrance and customer parking will be located in the front of the school at the main entrance. Students will be available to help unload items from your vehicle and bring into the cafeteria. Please move your car to one of the parking spots in the back parking lot before setting up your booth so others can unload. Break down cannot start sooner than 5 pm. No vendor is to close before the official closing time. \*Before leaving please make sure your area is clean and free of trash.

**BOOTH STAFFING:** Booths must be manned at all times and intact until show closes at 5pm. Allen FFA is not responsible for merchandise or display materials.

**VENDOR RESPONSIBILITY:** Vendors will be fully responsible for any loss or damage to their property by theft, fire or casualty. Allen FFA expressly disclaims any responsibility for the same. Vendors shall be responsible for any damage which may be incurred to the facilities as a result of or in connection with its operation. Each vendor is responsible for the conduct of its employees and/or representatives and activities must not detract from the image or welfare of the fair.

**PAYMENT:** The full amount is a non-refundable registration fee for the selected space and is due with the submission of this agreement. Please submit the signed page of the agreement including order form, and check payable to: Allen FFA and please include a driver's license number and phone number on the check.

**INDEMNIFICATION:** Vendor agrees to indemnify and hold harmless the Allen FFA from and against any loss, expense, claims, damages, causes of action, injuries, suits or damages, suits to person or property, including attorney's fees, arising out of or related to the operation of the Vendors at the Allen FFA Craft & Trade Show.

**CODE OF CONDUCT:** All vendors are expected to conduct themselves in a courteous and professional manner. Any unruly or unwelcome behavior towards Allen FFA faculty/staff/students or other Vendors will result in the vendor being asked to leave the show and no refund will be given.

**DOOR PRIZES:** We will have drawings for door prizes. We are asking that each vendor donate one door prize. Please put your name, address and booth number on the door prize so the winners will know whom to thank. These items can be given to Stacy Schertz on Saturday morning. Items not used will be used at upcoming Allen FFA auctions to help raise money for the FFA students for travel expenses.

**ADVERTISING:** We will be advertising in the local newspaper, mass email blasts throughout our large 6A district, flyers, sign postings, Craigslist, all multimedia, Allen ISD website, Allen ISD football games, Craftlisters, yard signs, Facebook, Instagram, Twitter. We do ask all vendors to promote on their own website and social media, if all vendors do this it will help promote the event to a larger crowd of people. Samples may be given out to promote your business.

**CONCESSION STAND:** There will be a concession stand that will have a snack bar and a bake sale where you will be able to purchase snacks and drinks.

# NO EARLY BREAKDOWNS, Please.

Please bring your own dollies; we will have some there with kids to help unload

We will provide the chairs for your booth if you need them

Sponsored By: Allen FFA

Proceeds are used for FFA competitions and travel expenses

School Contact: Stacy Schertz

214-876-1661 (Please leave a message, I will return calls at the end of day after classes)  
email me at: [stacy.schertz@allenisd.org](mailto:stacy.schertz@allenisd.org) (email is the best way to make contact)

# Vendor Registration

(Deadline: Friday Oct. 25th)

To register for the Allen FFA Craft & Trade Show please fill out the following form and mail with fees to:

**Allen FFA**  
**Attn: Stacy Schertz/Craft Show**  
**300 Rivercrest Blvd.**  
**Allen, TX 75002**

<b>OFFICE USE ONLY</b>	Order rec'd _____
Rec'd Date _____	\$ _____
Check # _____	Confirmed: _____
Booth _____	Electricity _____ Tables _____

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

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

Please describe your items that will be sold: \_\_\_\_\_

\_\_\_\_\_

**Booths:** 10 x 10 Booth \_\_\_\_\_ \$50  
2<sup>nd</sup> 10 x 10 Booth \_\_\_\_\_ \$30  
Electricity \_\_\_\_\_ \$10  
3x5 Table \_\_\_\_\_ \$10  
Total \$ \_\_\_\_\_

Submit a signed copy of this page, check payable to: ALLEN FFA (include <u>driver's license number &amp; phone #</u> ) Mail to: <b>Allen FFA</b> <b>Attn: Stacy Schertz/Craft Show</b> <b>300 Rivercrest Blvd.</b> <b>Allen, TX 75002</b>
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Participant releases and holds harmless Allen High School, the show, the sponsors, students, and family members, and waives all right without limit upon liability, for the use of all property and facilities. I/We hereby acknowledge that neither Allen High School nor the show promoters will be held responsible for any personal injuries to me/us or any assigned operator of my/our space. I/We agree to the terms and conditions of this contract.

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