



BEECHWOOD BANDS BOOSTERS PRESENTS

1st ANNUAL HOLIDAY CRAFT FAIR 2024

SATURDAY, NOVEMBER 30, 2024

9:00 A.M. – 3:00 P.M

BEECHWOOD HIGH SCHOOL FT MITCHELL, KY

Last Updated: 7/23/24

BEECHWOOD BANDS BOOSTERS HOLIDAY CRAFT FAIR RELEASE OF LIABILITY WAIVER

By signing, I confirm I am of lawful age and in consideration for participation in Beechwood Bands Boosters Holiday Craft Fair, being conducted by Beechwood Bands Boosters Saturday, November 30, 2024, do hereby, on my behalf, release and forever discharge Beechwood Bands Boosters and Beechwood High School, their officers, directors, agents, subsidiaries, affiliates, representatives, volunteers, and employees harmless and against any and all claims, demands, actions, suits or causes of action for injury, damages, liability or expense of every kind and character, including attorney fees, defense costs, costs of investigation and court costs arising out of or in any way connected with my participation in this program. I further agree on behalf of myself, to abide by all the rules and regulations as hereinafter amended or supplemented, established by the owner and managing agent, or the Beechwood Bands Boosters Holiday Craft Fair applicable to the authorized use of the premises, and agree that my use of the premises may be cancelled at any time, without prior notice or warning and I disclaim any recourse in the event of such cancellation and agree to immediately vacate the premises upon request. I HAVE READ AND FULLY UNDERSTAND THIS DOCUMENT, INCLUDING THE FACT THAT I AM RELEASING, AND WAIVING CERTAIN POTENTIAL RIGHTS HELD BY ME AND VOLUNTARILY AND FREELY AGREE TO THE TERMS AND CONDITIONS SET FORTH.

Beechwood Bands Boosters Holiday Craft Show Policies and Procedures

It is our responsibility to make the Craft Fair a safe, productive, and pleasant environment for crafters and shoppers. Vendors must comply with all policies & procedures set forth by the event organizers herein. Please promptly raise any questions or concerns to our attention as soon as possible so we may address and make it right by contacting an organizer or volunteer the day of show, or by e-mailing craftfair@beechwoodbands.org

Policies

- All posted rules & policies of the venue, Beechwood High School, will be in effect and must be followed for the entirety of the event.
- Smoking is not permitted. Beechwood High School is a smoke-free campus.

- No pets. If use of a medical assistance animal is needed to participate, please contact the Craft Show to make arrangements.
- Please be respectful of the property and grounds. Take great care not to cause damage to the floors, walls, etc... Please report spills and damage to event organizers immediately.
- Children are not permitted unless helping with the booth.
- Vendors are limited to selling up to two (2) craft types (i.e., sculpture, jewelry, prints, photography, etc...)
- It is the responsibility of all vendors to be aware of copyright laws and secure authorization to sell/re-sell items not produced or manufactured by self or participating business.
- Vendors selling food or cosmetics, require a KY license. Vendors may be subject to inspection by the Health Department. Please follow all applicable KY Health Department regulations (i.e., proper labeling, ice, water, hand sanitizer and gloves).
- Prices should be clearly displayed. Special promotions should be communicated to fair organizers
- Cash transactions should be handled securely, and vendors are encouraged to accept multiple forms of payment (credit cards, mobile payments, etc. Vendors are responsible for collecting KY sales tax and remitting it to the state.
- Do not begin breaking down prior to end of show. Doing so may result in forfeiture of participation in even outyears.
- Electric heaters are not permitted
- Subletting space is strictly prohibited.
- Please keep booths neat & tidy. Please do not obstruct walkways or neighboring booths. For vendors sampling, garbage cans can be placed near the booth.
- Vendors may be asked to remove objectionable items from display or sale in their booths.
- Please be courteous to customers, fellow vendors and all event organizers and volunteers.
- Vendors may be asked to provide feedback on the event to help improve future fairs.

Procedures

Registration

- Vendors must apply at <https://www.beechwoodbands.org/craft-fair-application>
- Application deadline is November 15, 2024.
- Registration fees are due at the time of application submission.
- Registration after the deadline, including same-day, may be considered if space is available – provided all application criteria are met and payment received.
- Application submission does not constitute confirmation of event participation. All vendor applications will be reviewed by the Beechwood Bands Boosters Craft Fair Committee and subject to approval by Beechwood High School administration.
- All vendors will receive confirmation via e-mail if their participation has been confirmed. If unable to approve vendor participation, the application will be declined, and fees refunded.

- Space is limited. Should the fair reach maximum vendor capacity, vendors will be added to a wait list. Vendors on the waiting list will be confirmed if space were to become available on a first-come, first-served basis.
- Location of booths is up to discretion of The Beechwood Bands Boosters Craft Fair Committee. Fair organizers consider all requests and try to both limit and separate crafters with similar items.

Check-In and Setup

- Vendors may begin to arrive and set-up by 7:00 A.M, the morning of the event.
- Vendors must supply everything required for booth set-up including tables & chairs, heavy duty extension cords if paid for electric, and money needed to make change.
- Please unload in marked areas by the event organizers and immediately vacate once unloaded.
- Volunteers will be available to assist with unloading.
- Vendors unable to begin set-up by 8:30 A.M. the morning of the event may result in forfeiture of their reserved space and associated event fees.
- Setup should be completed by the event start time at 9:00 A.M. to avoid event disruption.
- To reserve maximum parking for customers, following unload vendors will be directed to park at Beechwood Swim Club, less than one mile from campus, where a continuous shuttle will run between campus and satellite parking at the swim club. Parking policies will be strictly enforced.

Breakdown and Cleanup:

- Breakdown and clean-up will begin immediately at the conclusion of the event at 3:00 P.M.
- Early breakdown is prohibited and may result in forfeiture of future event participation.
- Vendors are responsible for dismantling their booths and removing all belongings and trash. The venue should be left in the same condition as it was found.
- Volunteers will be available to assist with unloading.
- Please load in marked areas by the event organizers and immediately vacate once loaded.

Modification of this agreement

We may modify this Agreement or other policies set forth herein from time to time. When we modify this Agreement, we will update the "Last Updated" line above. It is your responsibility to regularly review this Agreement. Your continued participation following the posting of an updated Agreement constitutes your acceptance of such updated Agreement.

The Beechwood Bands Boosters Craft Fair Chair & Committee will make all final decisions related to vendor participation and organizing of the event. Failing to meet all policies and procedures stated herein may result in immediate cancellation and/or forfeiture of event fees and/or future event participation.