

# Kennedy Catholic Arts + Crafts Fair

## Application

Date: Saturday December 7, 2019

Place: Kennedy Catholic High School, 140 South 140<sup>th</sup> Burien WA 98168

Hours: 9am – 4pm

Thank you for applying to the Kennedy Catholic Arts & Crafts Fair! We have been a community tradition for over 30 years and it is our mission to celebrate and support local crafters and small businesses while funding Kennedy student groups and functions.

Returning vendors will have until **September 1<sup>st</sup>** to secure a spot. After September 1<sup>st</sup>, spaces are subject to availability. Kindly keep in mind that there was a waiting list to participate in 2018, so don't delay.

PayPal is the preferred method of invoicing and payment – it's much quicker than checks and allows everyone to easily reference their payment. If PayPal is not an option for you, checks will still be accepted.

- Costs are **\$75** per 8ft x 8ft space (we CANNOT take special requests for booth locations). Please note any space needs (ex. need to be against a wall) as last minute notifications are more difficult to accommodate
- Tables may be rented for **\$15** per table, only one table per space
- Access to electricity is available for **\$15**. Please note outlets are **VERY** limited and will be granted on a first come, first serve basis. Vendors will be notified if electricity cannot be accommodated.
- 2 chairs per space will be provided

Returning Vendors – PAYMENT IS DUE WITH APPLICATION

New Vendors – Please submit applications with descriptions/photos/website links. Once accepted, we will invoice you via PayPal. Payment is due within 2 weeks of invoicing unless other arrangements are made.

Any booth cancellations must be made by 10/31; cancelling after this date may result in restriction from future fairs.

Set Up: Doors open at 6am. Check in at the main gate for booth assignments. After unloading, all vehicles must be moved to outside the fenced parking area. All vendors are required to be ready for the public by 9am.

It is agreed and understood by all participants that they are responsible for their own space and merchandise at all times. Vendors are responsible for their own sales and income taxes. It is understood that Kennedy Catholic High School and its Parents Club assume no responsibility or liability for fire, theft, personal injury or property damage. Vendors will remain open for the full time, 9am to 4pm and will vacate by 6pm.

Any questions should be emailed to: [artsandcrafts@kennedyhs.org](mailto:artsandcrafts@kennedyhs.org)

# Kennedy Catholic Arts + Crafts Fair Application

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

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

Phone: \_\_\_\_\_

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

Items to be sold: (please include any links to websites, including Etsy or Facebook, where images of your product can be viewed. You can also email images to [artsandcrafts@kennedyhs.org](mailto:artsandcrafts@kennedyhs.org)):

\_\_\_\_\_  
\_\_\_\_\_

Number of spaces needed (\$75 each) \_\_\_\_\_

8' table (\$15) (one per space) \_\_\_\_\_

Electricity Access (\$15) (please bring extension cord) \_\_\_\_\_

Total Amount \$ \_\_\_\_\_

**Payment:**

\_\_\_\_\_ PayPal: (**preferred method**) PayPal email address \_\_\_\_\_

\_\_\_\_\_ Check: Make out to Kennedy Catholic Parent Club & send to 140<sup>th</sup> South 140th Street; Burien 98168

I have read and agreed to the terms outlined on page one of the application (please initial) \_\_\_\_\_

\*\*\*\*Retain page 1 for your records; send page 2 only