

OCKERMAN MIDDLE SCHOOL PTSA
8300 US Hwy 42
Florence, KY 41042

2020 OCKERMAN MIDDLE SCHOOL SPRING CRAFT SHOW

Dear Crafter/Vendor:

We would like to invite you to apply to be a part of our 2020 Ockerman Middle School PTSA Spring Craft Show. **If you were a crafter/vendor in our show in 2019, you have first choice to return and you may request the same booth space. If you are returning, you must return your application and fee by December 31, 2019. On January 1, 2020, we will open up applications to NEW crafters/vendors.**

Our event takes place on Saturday, March 21, 2020, from 9:00 A.M. – 2:00 P.M. We will offer a set up time beginning at 7:00 A.M. Saturday morning. If you have not checked in by 8:30 A.M. Saturday, your space and fee will be forfeited. Friday evening check-in may be available, depending on school activities (we will let you know closer to the event). Let us know if you need information about our local hotels.

We will make every effort to insure that there are not duplicate booths selling the same items. It is your responsibility to be aware of copyright laws. In addition, if you are selling food or cosmetics you will need to be licensed by the state of Kentucky. You may be subject to inspection by the Health Department, so make sure you have your license and product properly labeled. You will be responsible for your own ice/refrigeration needs, hand sanitizer and gloves. You are also responsible for sales tax to be remitted to Kentucky's Department of Revenue. Whether a product/material may be exhibited and/or sold at this event is the sole discretion of the Ockerman Middle School PTSA Spring Craft Show Committee.

Return applications with 2-3 photographs (to be used in advertising on social media), liability release form and rules form and applicable fee(s). Application photographs become the property of the committee and will not be returned. Photographs may be submitted electronically (ptsaooms@gmail.com).

Single Booths are \$30 (approximately 100 square feet); Double Booths are \$60 (approximately 200 square feet). Booths with access to electricity are limited and cost an additional \$10. Make checks payable to Ockerman Middle School PTSA. (A \$35 service fee will be charged in the event of any NSF checks). You will receive a reply either accepting or denying your application. A cashed check does not necessarily mean you have been approved. If you are not approved by the committee, your fee will be refunded. If you must drop out of the craft fair after being accepted by our committee, you will forfeit your application fee. NO TABLES OR CHAIRS PROVIDED; you must provide your own. **NEW THIS YEAR: For each crafter/vendor, your fee will also include a yard sign advertising the craft show, and you may place the sign wherever you see fit (in your own yard or around the community).**

Sincerely,
Ockerman Middle School PTSA
ptsaooms@gmail.com

Application

Please type or print legibly and highlight changes from previous year:

Name(s): _____

Business Name (IF ANY): _____

Address: _____

City: _____ State: _____ Zip: _____

Home Telephone: _____ Cell Phone: _____

Website: _____ E-Mail Address: _____

Please circle answers:

Returning Vendor Yes or No

Requesting Same Space Yes or No

Single or Double Space

Electric Yes or No (Electricity is an additional \$10 and spaces are limited.)

Provide two to three words to summarize all items you will be selling. Some, or all, of the words will be used on the map provided to shoppers. _____

The medium(s) & original crafts to be exhibited should be explained in detail and include 2-3 photos (if new or changing medium). Please limit to 2 mediums. BOTH NEW & RETURNING - Please send photo(s) if you would like them to be considered for advertising so we can let everyone know you are participating this year!

What shows have you exhibited in during the last year?

Single Booth (\$30), Double Booth (\$60), Electric (\$10) - A Single booth is approximately 100 square feet. Applications will be accepted until our spaces are full. The Release of Liability Waiver & Rules form should be signed & returned with your application and payment.

Make checks payable to: OCKERMAN MIDDLE SCHOOL PTSA

Return to: OCKERMAN MIDDLE SCHOOL PTSA

8300 US Hwy 42

Florence, KY 41042

We look forward to having you join the 2020 event!

If you have any questions or concerns please contact:

email: ptsaoms@gmail.com

**OCKERMAN MIDDLE SCHOOL PTSA SPRING CRAFT SHOW
RELEASE OF LIABILITY WAIVER AND RULES**

I, _____ being of lawful age in consideration of his/her participation in Ockerman Middle School PTSA Spring Craft Show, being conducted by Ockerman Middle School PTSA Saturday, March 21, 2020, do hereby, on my behalf, release and forever discharge Ockerman Middle School, Ockerman Middle School PTSA, 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 herein after amended or supplemented, established by the owner and managing agent, or the Ockerman Middle School PTSA Spring Craft Show 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.

Ockerman Middle School PTSA Spring Craft Show Rules

It is our responsibility to make the Spring Craft Show a safe, productive, and pleasant environment for crafters and shoppers. Please follow the rules established and if you have any questions or concerns please contact us.

- OCKERMAN MIDDLE SCHOOL IS A SMOKE-FREE CAMPUS
- No pets. ONLY ANIMALS NECESSARY FOR MEDICAL REASONS.
- No children that are not helping you work your booth. If in doubt ask.
- You must supply everything you need to set up your booth including tables, chairs, heavy duty extension cords if paid for electric, ice/refrigeration needs, and money you will need for change.
- It is your responsibility to be aware of copyright laws.
- Those selling food or cosmetics will need a KY license. You may be subject to inspection by the Health Department, so make sure you have product properly labeled, ice, water, hand sanitizer and gloves.
- You are responsible for collecting KY sales tax and remitting to the state.
- Park only where permitted. We need to save spaces near door for customers.
- You must check-in by 8:30 A.M. Saturday or your fee and space will be forfeited.
- Do not begin breaking down prior to end of show. If you do, you risk not being invited back.
- No electric heaters and no subletting spaces.
- If you have an issue, please bring it to our attention as soon as possible and we will try to correct. Putting an issue on the survey at the end of the show does not give us an opportunity to make it right.
- **Please be friendly to your customers, your neighbors and our volunteers, or you will not be allowed to return as a vendor in any future shows.**
- Please keep booth neat. If you have samples, please request a garbage can to be near your booth. You may be asked to remove objectionable items.
- Location of booths is up to discretion of Ockerman Middle School PTSA Spring Craft Show Committee. We consider requests and try to keep crafters with similar items separate.

I have read and understand the above:

Signature

Date