

RHS Eaglette Holiday Craft & Gift Fair

Sponsored by Eaglette Booster Club

EARLY BIRD DEADLINE EXTENDED TO NOV. 15TH!

Show Times:

Saturday, December 10 from 9:00- 5:00

Sunday, December 11 from 12:00- 5:00

Dear Vendors,

We hope you will join us for the 2011 Eaglette Holiday Craft & Gift Fair (formerly known as Main Street Market.) Whether you are a new or returning vendor, several changes to the event format promise to make this year's event a great success for both sellers and shoppers.

New for this year:

- New Name: Eaglette Holiday Craft & Gift Fair.
- New Dates: The Craft & Gift Fair is being held December 10-11 to attract holiday shoppers.
- New Location: The Fair will be held at Dal-Rich shopping center at Coit/Beltline in Richardson.
- Improved Layout: The storefront location will feature all vendors in one shopping space.
- Better Shopper Traffic: The new location is adjacent to a busy grocery store and restaurants.
- Better Parking: Plenty of close parking (including handicapped access) for vendors and shoppers.

What's not changing? The price. The cost of a single booth space will remain the same as last year, \$95. Plus, you can get a \$20 discount when you return your application and payment by November 15.

We will continue to publicize the market with signage and posters in local businesses, articles in local publications, and posting to electronic media.

Application Process

- Early Bird Discount for Vendors: \$20 off through November 15, 2011.
- Limits on duplicate vendors: Vendors will be asked to provide a detailed description and example photo of products offered to ensure a variety of merchandise. This will also help vendors maximize sales by preventing an oversupply of any one type merchandise. The order of application and payment will determine which vendors are accepted if duplications arise.
- Vendors who are independent representatives of companies such as Mary Kay or Tupperware may obtain an "exclusive" right to represent their product line at the Fair by being the first of their genre to apply and make payment for a booth space.
- The Eaglette Booster Club determines booth placement within the exhibit space.

Booths and Displays

- Single booth size is approximately 10' wide and 8' deep. Double booth size is approximately 20' wide and 8' deep.
- Electrical outlets are available upon request, on a first come/first served basis.
- The Eaglette Booster Club will provide tables and chairs upon request for a nominal fee.
- Exhibitors are responsible for moving their merchandise into and out of the exhibit space. Loading and unloading assistance is not guaranteed. After merchandise has been unloaded, vehicles must be moved to the designated vendor parking area.
- No decals, stickers, or permanent type tape of any kind may be placed on windows, walls, or doors of the exhibit space.
- The burning of incense or candles is not allowed.

Setting It Up & Tearing It Down

- Friday, December 9th from 1:00PM- 9:00 PM is the set-up time. Vendors will be given a time window to set up. Early applications will have first choice of set up times.
- All set-ups must be completed by show time Saturday morning at 9am.
- Booths must be dismantled by 7:00 PM on Sunday, December 11.

Security

- Neither the Eaglette Booster Club nor Richardson High School assumes responsibility or liability for loss, damage, or breakage to property exhibited by the Exhibitor.

Sales Tax Permit

The State of Texas requires that you have a Sales Tax Permit. Please submit a copy of your sales tax permit with your application. If you don't yet have a sales tax permit, please apply here:

<http://www.window.state.tx.us/taxpermit/>

Raffle

Each exhibitor will donate an item or items worth a minimum of \$20 to be included in the Eaglette Booster Club raffle. The raffle items will be displayed in a prominent place in the sales market area to showcase a sampling of the merchandise of all vendors at the Fair.

2011 Exhibitor Application for RHS Eaglette Holiday Craft & Gift Fair
Show Dates: December 10-11, 2011

- Applications will be accepted beginning October 10.
- Final Day to Register: December 5, 2011
- Early Bird Discount: \$20 for applications received with payment by Nov. 1.

Business Name _____ Website _____

Contact Name _____

E-Mail Address _____

Mailing Address _____

City _____ State _____ Zip _____ Phone _____

Product Description (Please be specific) _____

Item/Items to be donated for Raffle: _____

Booth Request	Early Bird Fee (by 11-15-11)	Regular Fee (by 12-05-11)	
Single: 8' x 10'	\$75	\$95	_____
Double: 8' x 20'	\$160	\$180	_____
6 foot tables _____ X 25=			_____
Folding chairs? _____ X 7=			_____
Electrical Needed? _____ (Limited Supply, Provided in order of request)			

Total Booth and Equipment Fees Enclosed _____

Release of Claims: Exhibitor hereby waives and releases the Eaglette Booster Club and Richardson High School from and against all claims, demands, liabilities, causes of action, suits, judgments, damages, and expenses (including reasonable attorneys' fees) arising from injury to any person or damage to or theft, destruction, loss, or loss of use of any property or inconvenience to Exhibitor, or Exhibitor's employees, agents, and contractors, and arising from attendance at the RHS Eaglette Holiday Gift & Craft Fair for whatever reason other than the intentional misconduct of the Eaglette Booster Club. Furthermore, Exhibitor shall indemnify, defend and hold the Eaglette Booster Club and Richardson High School harmless from any claims brought against either or both of them hereby waived and released.

Exhibitor _____

Signature _____

Date _____

Send 1)Application, 2)Copy of Sales Tax Permit, 3)Merchandise photos (will not be returned), Payment (check or money order only), and Signed Release of Claims to:
Eaglette Booster Club, P.O. Box 836588, Richardson, TX 75083 or email to: rhseaglettes@gmail.com