

SOUTHLAKE CARROLL PTO CRAFT FAIR RULES

Thank you for your interest in the Southlake Carroll PTO Craft Fair benefitting Project Graduation. To insure a pleasant experience for all, we require you to follow these rules as a condition of participating in the fair.

- 1. Disclaimer.** Neither Carroll ISD nor the CSHS/CHS PTO accepts any responsibility for physical damage, construction, or administrative decisions or any other change to the school facility that could affect the Craft Fair. As a condition of participating in the craft fair, you waive and release for yourself and your heirs any and all rights or claims you may have against Carroll ISD or the CSHS/CHS PTO.
- 2. Craft Fair Staff.** Please address all issues to the Craft Fair Chair on duty. Our staff is composed of volunteer parents and students who are available to help you, but administrative matters may only be handled by a Craft Fair Chair. Volunteer students will be available during setup and teardown to assist you, but we ask that you communicate any volunteer needs to a volunteer parent or Craft Fair Chair.
- 3. Craft Fair Identification.** Each vendor will be provided with two identification badges for each booth rental which **must be worn openly at all times**. Craft Fair Staff will also be wearing identification badges. Additional or Replacement identifications can be purchased from the front desk for a cost of \$3.00.
- 4. Craft Fair show times.** The craft fair will open to the public on Saturday from 9 a.m. to 5 p.m. and on Sunday from 11 a.m. to 5 p.m.. Vendors are required to be open to the public during these hours.
- 5. Setup.** Vendors will be allowed to setup Friday night from 4 p.m. to 7 p.m., and Saturday 6:00 a.m. to 8:30 a.m. . If you need additional time outside of these hours, please contact the Craft Fair Chair a week in advance to make arrangements. **All vendors are required to check in at the front desk to confirm booth assignment.** Although every effort will be made to assign vendors their requested booth, booth location may change due to unforeseeable circumstances.
- 6. Teardown.** Teardown may not begin until the final conclusion of the Craft Fair on Sunday. You are required to leave your booth and surrounding area in the same condition that it was in when you arrived. Please remove all items that you brought with you.
- 7. Booth Size.** Most booth spaces are approximately 6 feet deep by 9-10 feet wide, however there are few exceptions to the booth dimensions based on building design, safety devices and traffic flow considerations. All vendors are expected to operate within their designated area. Sharing a booth space with another vendor is not permitted without approval from the Craft Fair Chair in advance of the show.
- 8. Booth Construction.** All booths must be safely constructed and not constitute a hazard to the staff or general public. No tables, chairs or displays are allowed to block any exits or aisles. All fire/safety devices must be clearly accessible and visible at all times. Walkways must remain clear at all times, and you may not demonstrate products in any aisle or walkway. No nails, screws or staples may be put in the walls, floor or ceiling. You must bring your own booth equipment, including tables and chairs. At the sole discretion of the Craft Fair Chair, any display or item that is deemed unsafe must be removed immediately. All tables must be covered with floor length cloth.
- 9. Electrical System.** Additional charges apply for the use of electricity. Vendors must provide their own electrical cords which must be 12 gauge or better and grounded. No electrical cord may cross a walkway without proper safety precautions and Craft Fair Chair approval.

Note: The high school electrical system cannot handle large electrical loads. Accordingly, vendors are

required to limit their usage to a maximum of 225 watts of power. Large spotlights, halogen, quartz lighting, and heavy equipment are not allowed.

- 10. Booth Inspection.** The Craft Fair Committee will be visiting booths during the craft fair at various times to ensure we have a clean and safe environment for everyone. We reserve the right to remove a vendor for violation of any Craft Fair rule at any time, including during setup.
- 11. Security.** Classrooms will be closed and locked at all times. Vendors are responsible for protecting their property from damage or loss. Booths must have an attendant during all published Craft Fair hours. Craft fair volunteers will be available to monitor your booth for short intervals. Local law and safety enforcement will be onsite during craft fair hours as well.
- 12. After hours security.** The school building will be locked and secured to the public on Friday and Saturday night however CSHS/CISD staff will still have access to the building so all valuables should be removed or secured. The local law and safety enforcement also provide routine patrols outside the building as well.
- 13. Prohibitions.** No smoking, drugs, alcoholic beverages, weapons, ammunition, knives or pets are permitted on school grounds at any time. Offensive language, material or behavior is strictly prohibited by school policy and violators will be asked to leave the premises immediately.
- 14. Fire Lanes.** All fire lanes are clearly marked around the school and must remain unblocked at all times. If you must unload in a fire lane, please do not leave your vehicle unattended. Violators are subject to local enforcement and fines.
- 15. Parking.** Vehicle parking around Carroll Senior High School is extremely limited, and we must reserve the North (1709) and West (Peytonville) main parking lots for your customers. During setup and teardown only, you are free to use any existing parking space. During Craft Fair hours, vendor parking is only allowed in the south lot directly behind the school. This lot will be clearly marked with a vendor parking sign. Vendors are not allowed to park behind the Aquatic center or in unmarked parking spots. Handicap and wheelchair-accessible parking is available .
- 16. Overnight Parking / Camping.** Vendors are not allowed to camp or park overnight on school property. The Vineyards Campground is located 7 miles from the school in Grapevine. For reservations, please call 817-329-8993 or visit www.vineyardscampground.com
- 17. School Logo.** Our School colors are Kelly Green, Black and White with a Dragon Logo. Merchandise with the Dragon Logo is highly in demand in our area, however the Logo is owned and copyrighted by the Carroll ISD. For information regarding the use and rights of the logo should be directed to the Carroll Administration Business Department at 817-949-8282 or visit our website: www.southlakecarroll.edu.
- 18. Food Vendors.** State and Local health department laws may require licenses or permits to sell food and/or distribute samples to the public. These permit and licensing requirements are the sole responsibility of the vendor. Contact the Tarrant County Health Inspector in Fort Worth at 817-321-4700 for more information on food handling licenses, food manufacturing permits or temporary food permits that may apply.
- 19. Sales Tax.** Collection, reporting and payment of state and local Sales Tax, or any other applicable tax, are solely the responsibility of the vendor. The school administration and the Craft Fair Committee accept no responsibility for tax collection.

20. Refunds: No refunds will be made once payment is received. All fees are classified as a donation towards the CHS/CSHS PTO Project Graduation program.

ACCEPTED AND AGREED:

Name/Business Name

DATE:
