

# Vendor Application Form

Immaculate Heart School  
Arts and Crafts  
Harvest Festival  
October 19th 9AM-3PM School Gym

Event: Saturday, October 19th 9AM-3PM  
Set-up: Friday, October 18th 3pm-6pm or  
Saturday, October 19th 7:30AM-9AM  
Location: Immaculate Heart School  
425 E Magee Road, BLDG 2 Gym  
Oro Valley, AZ 85704

Name/s \_\_\_\_\_

Business Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

E-Mail \_\_\_\_\_ Past Vendor? YES NO

Cell # \_\_\_\_\_ Other \_\_\_\_\_

Description of what you are selling: (Pictures may be requested)

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

## 2 CHAIRS PER BOOTH WILL BE PROVIDED

Tables available upon request at a \$5 fee. Limited amount available. Priority is given to vendors from previous year. Application and payments are on a first come, first serve basis. Spaces requests are available but in some cases spaces will be assigned so as not to put competition booths adjacent to one another. No guarantees on booths assignment. Further questions please contact:

Shellane Baker Crafts Fair Coordinator - craft@ihschool.org

## 2024 FEES

- \$45 Premium end spaces with electrical outlet
- \$40 electrically powered spaces
- \$35 Premium end spaces (no electrical power)
- \$30 all central non-electrical spaces
- \$5 fee for table request (limited amount available)

Contact: Shellane Baker- craft@ihschool.org

We ask vendors to donate (optional) a small item for the raffle to encourage attendance.

Please consider donating!

Raffle Donation? YES NO ITEM \_\_\_\_\_ VALUE \_\_\_\_\_

Assigned Booth \_\_\_\_\_ Amt Paid \_\_\_\_\_ IHHS Recpt# \_\_\_\_\_ Rec'd by \_\_\_\_\_ Date \_\_\_\_\_

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ASSIGNED BOOTH#:

## IMMACULATE HEART SCHOOL ARTS & CRAFTS FESTIVAL VENDOR AGREEMENT

Over 100 indoor booth spaces available for artisans, crafters, local network marketers, or anyone looking to provide their unique products and services to the Tucson community. Vendors Keep all sales proceeds and are responsible for handling every aspect of their own sales and marketing during the event. We ask vendors to donate (optional) a small item for a raffle to encourage attendance.

### Unloading & Parking

Unloading will be allowed at the gym's East parking lot on Friday, October 18th between 3PM and 6PM. Gym doors close at 6PM. On Saturday the 19th the gym opens at 7:30AM. Vendors should be ready at the start time of 9AM. Vendors only parking at the the High School Parking lot 625 E Magee Rd. Do not park on Magee Rd where signs say "No Parking" where you might be ticketed, which we are not responsible for.

### Merchandising & Maintaining Your Space

You will need to provide your own table. limited amount of tables are available for a fee. Vendors are responsible for bringing their own tablecloths and displays. Please do not leave your purse unattended in a booth. Displaying artwork is at your own risk. Immaculate Heart School is not responsible for loss, theft, or damage to artist's property. Please conduct all social interactions in a kind and professional manner. The craft fair ends at 3pm. Please do not beak down your booth and remove merchandise prior to the end of the event.

### Reserving Your Booth

As soon as you receive your application, fill it out and email a copy back to Crafts Fair Coordinator at: [craft@ihschool.org](mailto:craft@ihschool.org)

You can pay your fees using your online banking Zelle option to [craft@ihschool.org](mailto:craft@ihschool.org), You can also pay by check, either by mail-in or drop off in person. All checks should be made payable to Immaculate Heart Academy with Craft Fair Fee noted in the memo line of the check. Credit card payments also available and will need to be made in person at Immaculate Heart Academy 410 E Magee Rd. The office is open Mon-Fri from 9AM t 2PM. We cannot accept post-dated checks and there is a \$30 NSF fee for returned checks from your bank.

**We thank you for your support and contribution to our community.**

**You are helping to shape a bright new generation.**

*I /we have read and understand the rules of the Immaculate Heart School Arts & Crafts Fair. I /we agree to hold harmless the Immaculate Heart School from any and all claims, liabilities, or demands whatsoever arising or claimed to have arisen from participating in this event.*

NAME \_\_\_\_\_ DATE \_\_\_\_\_  
print

NAME \_\_\_\_\_ DATE \_\_\_\_\_  
Signature