

CDOEA FALL Harvest Festival & Craft Fair

Saturday, November 16th, 2019

9:00 am – 1:00 pm

Craft Fair Vendor Application Form

To participate in the CDOEA Fall Harvest Festival & Craft Fair, please fill out the information below. Proceeds from the Festival will fund the CDOEA Senior Graduation Scholarship.

Company/School Info:

Company/School Name: _____ DBA: _____

Street Address: _____ City: _____

State: _____ Zip: _____ Phone: _____ Email: _____

Website: _____

Individual Contact Info:

Name: _____ Email: _____

List of items to be sold: _____

Other information you feel we should know: _____

Exhibitor requests the following booth size and agrees to pay the following booth rental fee (check one):

18' x 24' (approximate) Space \$30.00 x _____ * = _____ (* = # spaces needed)

TOTAL: _____

PLEASE NOTE

Tables and chairs will not be provided, please arrange to bring your own.

Vendor vehicles will be parked offsite (designated area) after unloading/morning set up (7 am – 8:30 am).

Electricity is NOT available. Use of generators will be allowed as long as they are placed on a protective cover (tarp or mat).

For the application to be considered, the following must be included:

Completion of the Vendor Application form.

Acceptance of the Terms and Conditions document.

Mail or email photographs, images or web link of your products.

Payment: Method of Payment: Check____ Cash____ (Do not mail cash)

Please make checks payable to: CDOEA

Total Payment Enclosed: _____

Mail or email all forms by Tuesday, November 12th to:

CUSD CDOEA

1450 Herndon Ave

Clovis, CA 93611

Or email at DUANEGOUDY@CUSD.COM

*If paperwork is emailed, the application will not be active until the fees are received.

By completing the CDOEA Fall Harvest Festival & Craft Fair, you are certifying that you have read the Terms and Conditions, and will adhere to all rules and policies herein.

Printed Name: _____ Signature: _____

Thank you for your interest in the CDOEA Fall Harvest Festival & Craft Fair. Your registration will be confirmed by email. Please contact us if you have not received notification. For more information, please email: DuaneGoudy@CUSD.com

The CDOEA Fall Harvest Festival & Craft Fair Vendor Guidelines

1. Setup/Break Down: All Exhibitors must be set up and ready to sell by 8:30 am the day of the Festival. Exhibitors may begin setting up at 7:00 am the day of the Festival. Break down can start no sooner than 1:00 pm on Saturday and must be completed by 2:00 pm. No vendor is to close before the official closing time. Sellers are responsible for their selling spaces. *Before leaving, be sure your area is clean and trash-free.
2. Staffing: Exhibitor tables/booths must be manned at all times and intact until festival closes at 1 p.m. The CDOEA is not responsible for merchandise or display materials.
3. Exhibitor Items: The CDOEA reserves the right to have items removed that are considered not appropriate. No open flames, selling of food, profanity, tobacco or alcoholic items/references, or suggestive material are permitted.
4. Exhibitor Responsibility: Exhibitor will be fully responsible for any loss or damage to his or her property by theft, fire or casualty. The CDOEA expressly disclaims any responsibility for same. Exhibitors shall be responsible for any damage which may be incurred to the facilities as a result of or in connection with its operation. Each exhibitor is responsible for the conduct of his employees and/or representatives, and activities must not detract from the image or welfare of the festival.
5. Exhibitor Spaces: Exhibitor spaces will be assigned. Placement, flow and competition will be taken into consideration to provide the best experience for festival attendees. If you have special space needs, please include your request with your application and we will make every effort to accommodate you. Spaces are reserved on a first-come first-served basis. Vendors must ensure that none of their display equipment extends beyond the space they have booked; this includes any rails, stands or additional equipment.
6. Acceptance: The CDOEA reserves the right to decline any application for space if it deems such action to be in the best interest of Clovis Unified School District.
7. Payment: The full payment is a non-refundable registration fee for the selected space and is due with the submission of this agreement.
8. Electricity: **No electricity will be available.**
9. Tables & Chairs: Each Exhibitor must furnish his or her own chairs, tables, or stands.
10. Music: **No music will be allowed in vendor spaces.** Music will be provided CUSD students.
11. Cancellation of space: Application fees are not refundable. The CDOEA is not liable if weather or other conditions prevent the Exhibitor from attending and fulfilling the contractual obligation as an Exhibitor. No refunds will be made for weather, accident, health or other causes for non-participation.
12. Indemnification: Exhibitor agrees to indemnify and hold harmless CDOEA from and against any loss, expense, claims, damages, causes of action, injuries, suits or damages, suits to person or property, including attorney's fees, arising out of or related to the operation of the CDOEA Spring Festival & Craft Fair.

Name: _____ Date: _____

****Office use only below this line****

Registrar: _____ Date: _____ Date Registration Received: _____

Payment Received _____ Payment Method: _____ Check Number: _____

Date Confirmation Emailed: _____ Space Assignment: _____