

August 20, 2009

Dear Crafter,

The East Valley High School Band Parents' Association is pleased to announce that the Winter Arts & Crafts Sale will be held on:

**December 5, 2009 (10:00 A.M. – 5:00 P.M.)**

**December 6, 2009 (10:00 A.M. – 4:00 P.M.)**

**Location:**

**East Valley High School  
15711 E. Wellesley Avenue  
Spokane Valley, WA 99216**

Space rental is your only cost. We do not charge a percentage of your sales. Should you need a table from us they are available for \$10.00. This event will be held in the commons and hallways as necessary. We will be advertising in local newspapers and on reader boards.

In order to register you must submit your deposit fee (\$20.00) and your booth rental fee. The deposit fee is \$20.00 per vendor and will be refunded to everyone who does not pack up prior to the end of the show. If you submit these checks separately please note that both checks will be cashed. You will be able to pick up your deposit fee at the information booth at 4:00 P.M. on Sunday.

The EV Band and Band Parents will provide: free help carrying your displays into and out of the building; advertising of the event; coffee and muffins both mornings; and chairs for your booth. Security will be provided for the exhibits overnight.

The Rules and Regulations that all vendors must adhere to are attached. Should you have any questions or needs that are not covered by this letter, please feel free to contact:

Terry Merrell (509) 893-2839 or [terry.merrell@gmail.com](mailto:terry.merrell@gmail.com)

**We Look Forward to Seeing You at the Sale!**

**Please mail your signed contract and check to:**

**EVHS Band Parents' Association  
P.O. Box 447  
Otis Orchards, WA 99027**

*Spaces are assigned on a first come / first serve basis. If you were at the event last year and want the same spot, please indicate so on your registration. We will do our best to accommodate your request. Early registration will help lock in your spot.*

**Exhibitor's Contract**  
**East Valley H.S. Band Parents' Association**  
**Arts & Crafts Sale**

**December 5, 2009 (10:00 A.M. – 5:00 P.M.)**  
**December 6, 2009 (10:00 A.M. – 4:00 P.M.)**

**Single Space is 10' Long x 8' Deep\***

\* Spaces in the entry hallway are 14' x 6'  
**All displays must fit within the above dimensions**  
**You must allow room to exit**

Single Space without table	\$55.00	x	_____	=	\$ _____
Wall Space	\$60.00	x	_____	=	\$ _____
Table	\$10.00	x	_____	=	\$ _____
	Deposit Fee			=	\$ 20.00
			Total Due		\$ _____

Electricity is available **only** on the wall spaces

\* If you have a wall space you must bring your own cord.

Exhibitor's Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

Types of items you will be selling (Be Specific) \_\_\_\_\_

Special Needs:

\* Electricity \_\_\_\_\_ \* Misc. \_\_\_\_\_

I have read and agree to abide by the Rules and Regulations stated herewith. I, the undersigned, agree to hold harmless the East Valley H.S. Band Parents' Assn. from any responsibility for injuries to persons or loss of life; or lost, stolen, or damage of property during the show.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please make checks payable to EVHS Band Parents' Assn.  
P.O. Box 447  
Otis Orchards, WA 99027

To help us better serve you, please let us know how you found out about this event:

\_\_\_\_\_

**Exhibitor's Contract**  
**East Valley High School Band Parents' Association**  
**Arts & Crafts Sale**

**Rules and Regulations**

The following rules and regulations apply to all vendors:

- Contract Deadline is November 30, 2009.
- Reservations will be confirmed by December 2, 2009.
- No refunds.
- A fee of \$15.00 will be charged for any returned check.
- **Non-commercial product preferred and must have pre-approval!**
- Most spaces will be 10' long by 8' deep; the spaces in the entry hallway are 14' x 6'.
- No displays can go beyond the taped boundaries; this includes **all** tables and chairs used in the booth.
- All exhibits must allow room to exit.
- Exhibitors must bring extension cords if they have a space with electricity. (Electricity is available **only** on wall spaces).
- No food items may be offered without permission from the Band Parents' Assn.
- Tax matters are the responsibility of the exhibitors. Contact the Washington State Department of Revenue for information and the temporary permits.
- Exhibitors may only have FREE drawings or raffles.
- Volunteers will be available to direct you to the best unloading and parking area. Please unload as quickly as possible and **move your vehicle immediately** so others may do the same. We must ask that everyone cooperate by not blocking entrances, exits, or roadways.
- All exhibitors must check in for space assignment.
- Exhibitors must have someone attending their exhibit until closing both days.
- **Do not pack up your display until 4:00 P.M. Sunday.** Doing so will forfeit the \$20.00 deposit. No Exceptions.

**Saturday:     Doors will be open at 7:00 A.M. Vendors must be "show ready" by 9:45 A.M.**

**Sunday:       Doors open at 9:30 A.M. for vendors.**