

Cuyer Choir Craft Show:

Vendor Rules

- Vendor check-in begins at 6:30 AM. Please do not enter the building before that time as we are busy with last-minute preparations. You will have until 9:00 AM for setup. The show starts at 9:00 AM and ends at 4:00 PM. We are unable to allow Friday night set-up. We work late on Friday preparing the building for the show. Also, the building is in use on Friday evenings by other groups so we are not able to secure your property.
- When you arrive, please check in at the Information Desk located inside the main entrance. There will be two separate lines based on the first letter of your last name – **A-K** and **L-Z**. This is where you will pick up your packet and pay for your lunch box—if you preordered one.
- At check-in, we will advise you of the closest place to unload. Students may be available to help. Please be mindful that we have more vendors than students and cannot guarantee one will be available for you. The school does not have enough flat-bed dollies for your use. Please be prepared to move your own merchandise.
- If you rented a table, it will be at your booth when you arrive. If you paid for electricity, your booth will be located near an outlet. **Please bring any necessary extension cords with you.**
- Please maintain your booth so that it looks pleasant throughout the show. Please keep your booth in its designated area. All items displayed must be appropriate for students (nothing sexually explicit or crude). All booths must be manned by an adult. Booth payment is due before you may set up your booth. Returned check fee is \$35.
- Profanity is not allowed – verbal or written. No lit candles or open flames. Smoking is not allowed. Nails in our walls are strictly prohibited as is defacing our school's property in any way.
- Vendors must park their vehicles in the designated parking areas as soon as you have unloaded. **Please do not take time to set up your booth before moving your car.**
- A lunch box order form is included with this email. All lunch orders are due (via email to **guyerchoircraftshow@gmail.com**) by **November 6, 2018**.
- It is the individual responsibility of each vendor to ensure that they are in complete compliance with the law regarding food permits and taxes. If you have food items, you may need a permit. Please contact the City of Denton's Consumer Health Department at 940-349-8346. The city health inspector visits our show. A permit is \$20 and you must apply in advance. If you are shut down for noncompliance, there is no refund. Denton's sales tax is 8.25%. If you have any questions or need a sales tax permit, please visit www.window.state.tx.us/taxes/. Refunds will not be given if you are shut down by a government official.
- Early bird registration allows returning vendors the opportunity to secure the same spot from year to year. Early bird applications will be accepted starting the day of the show and must be postmarked no later than December 31, 2018. We will open registration to new vendors in January 2019, so be sure to submit your application early!
- You may start tearing down your booth at 4:01 PM. Any vendor found breaking down prior to that will be fined \$25.
- We try to think of everything possible to help make our show successful for our vendors and for choir. However, we know that we will miss a few things along the way. Therefore, we reserve the right to add to or change our rules.