

2019 COMMUNITY MARKET AND CRAFT FAIR – REGISTRATION FORM

Last name: _____

First name: _____

Cell phone: _____

Email: _____

Vendor brand/items selling: _____

CHECK-IN & SET UP of vendor tables: FRIDAY, AUG 23 from 5:30 to 7 PM and/or SAT, AUG 24 from 7:30 to 8:45 AM

Vendors MUST be ready to sell at 8:45 AM, doors open to the PUBLIC at 9 AM & close at NOON, Breakdown BEGINS at NOON (NO early breakdowns)

IF FOR ANY REASON YOU CANNOT PARTICIPATE, PLEASE TEXT 417-501-9431 IMMEDIATELY, AS WE HAVE A WAITING LIST!

PLEASE initial the following:

____ I am participating in the 2019 Community Market and Craft Fair as a vendor/seller of Vendor/Direct Sales products and/or service, a home-based business, craftsman/artisan, and/or yard sale or other items. I understand that Home Schoolers' Academy (HSA) is not responsible for fire, theft, loss or damage to my items.

____ Items may NOT include furniture, lawn equipment or any other items that contain fuel or oil. If in doubt, leave it out!

____ I understand that I will be charged a table fee per table (limit 3) based on when I registered (*see below for details). No outside tables, large bookcases or clothing racks are to be brought into the event. I may bring small lightweight shelving, such as cardboard boxes, milk crates & bookends to display items on tables. I understand that I may display larger items and/or use small bookcases to display items underneath tables, and that said items will not impede walkways.

____ I understand that tables will be assigned by HSA on a first come/first serve basis.

____ I agree to have appropriate workers at my table(s) at all times in order to assist buyers.

____ I am the owner of the items to be sold or have been given permission to sell items for a relative/friend in their stead.

____ I will be responsible for pricing, tagging & selling of items, including receiving payments & making change. (HSA will NOT be able to provide cash change, so bring plenty of coins, \$1, \$5 & \$10 bills). I will display my items in an organized manner and make an effort to maintain the appearance/arrangement of items throughout duration of the sale.

____ During all stages of the sale, my children will be under my direct supervision OR supervised by a designated childcare giver. **Children are NOT to be running around or roaming the sales event without supervision.**

____ Breakdown BEGINS at NOON, no early breakdown. I will clear my table/event area of all unsold items. I will clean my assigned table/floor space to ensure it is free of debris/trash prior to leaving the event. Vendors must vacate the building by 1 PM.

SIGNATURE: _____

PRINT NAME: _____

DATE: _____

*Registration form must be accompanied by payment for the registration to be valid (Checks should be made out to Home Schoolers' Academy). The payment schedule is as follows: Early Registration is \$10 per table (limit 3 tables) and is open now until Monday July 8, 2019 (must be postmarked no later than this date). General Registration is \$15 per table (limit 3 tables) and is open Tuesday, July 9 until Monday, August 5, 2019 (must be postmarked no later than this date). Late registration is \$20 per table (limit 3 tables) and is Tuesday, August 6 through Saturday, August 17, 2019. No Registrations will not be taken after August 17 and registrations must be postmarked no later than this date. Forms and fee should be mailed to Home Schoolers' Academy, Community Market Place and Craft Fair, P.O. Box 407, Springfield, Mo. 65801.