

Cardinal O'Hara

HIGH SCHOOL

Spring Craft and Vendor Show- March 1, 2025

Business Name: _____

Mailing Address: _____

Contact Name: _____ Date: _____

Phone: _____ Email Required: _____

_____, (the Vendor), agrees to set up a sales table at the at the Cardinal O'Hara Spring Craft and Vendor Fair for a **Non-REFUNDABLE fee of \$25 and a donation for our basket raffle**. The sale will be held at Cardinal O'Hara High School on **Saturday, March 1, 2025** from 9:00 am to 2:00 pm. Table set up is from 7:45 to 9:00 am. We will supply one, 8' table per spot purchased along with 2 chairs. All items must be displayed on your table. Items may not be displayed on the floor as no space is guaranteed between tables.

Vendor space will not be secured until this contract is returned with the table fee paid in full. Basket raffle donation will be displayed at your table and must be visible during the event.

Basket Donation- We keep our table cost at \$25 and use the basket raffle to help raise additional funds for the students. Your item must be new and not expired. We also have you keep them at your table to encourage shoppers to stop at every table. **While not required, we have found that if you raffle off an item of yours, it encourages repeat customers.**

Please check if you need any of the following note fees:

Additional Table space \$20.00 each _____ Electric \$10.00 _____ (bring your own electric cord)

Describe your business and or services in detail, please provide a list of items you wish to sell at the show, pictures are welcomed. Please note only those items listed will be allowed to be showcased at the show. We need as much details as possible regarding your items.

Any questions about the space usage call Renee Orr, Freshman Class Moderator at 716-695-2600 ext. 312 or rorr@cardinalohara.com

I read and understand the guidelines below and will fully comply

Name

Date

Official use only : Payment: _____ amount paid _____ cash _____ check _____ check number
_____ on-line _____ Date Received

Please keep a copy of these guidelines for your records.

Vendor/Crafter Show Guidelines

- Applications will be reviewed on a first come basis. The committee will screen and review all applications to ensure a wide variety of items at our show. Their decision is final. We do utilize several rooms in our building. Placement is based on returning vendor status and receipt of application as well as special requests you may have. IE: we only have a certain number of electrical spaces or corner spaces.
- Any vendor selling an item not stated above will be asked to remove that item from display and may not be asked back to next years show. We are working hard to ensure a large selection of items for our attendees and want to be fair to our vendors.
- You may only occupy the space you pay for. The committee reserves the right to monitor space usage and may ask any vendors in violation of the space usage to adjust their booths.
- **The craft show fee is non-refundable. This is a fundraiser for the school and we are unable to refund for any reason.**
- All vendors are asked to promote our show as part of this agreement we will send a small flyer to use and copy, feel free to email your clients, remember the more people that attend the better for you as well.
- Only **one** vendor per home based business will be allowed into the show. For example only one Pampered Chef vendor.
- **Crafters are the exception as each crafter's products are a unique design, there may be multiple or similar crafters & products, we will try to keep a wide variety of crafters & items to ensure every vendor has a chance to showcase their items fairly.**
- You are not allowed to have product beyond your requested space. This will be strictly enforced the day of the show to ensure safety for the attendees and vendors.
- Please keep all walk ways clear for safety reasons and for proper foot traffic.
- If you need additional space you may purchase another spot. No skirting is provided.
- **Set up** will be from **7:30-9:00 am** at COHS on **Sat. March 1, 2025**. All set up must be completed during this time. A team member will meet you at the door and show you to your spot. We will make every effort to accommodate your needs, last minute changes may not be accommodated.
- **Break down** will be after **2pm on March 1st**. **Early break down is not allowed and vendors in violations of this rule may not be asked back to the show.**
- Each Vendor/Crafter is required to donate a basket of product to our basket raffle in addition to the registration fee above. A minimum amount of \$20.00 is suggested. The basket will be displayed at your table to encourage shoppers stop at each vendor. Please note, these items reflect not only you as a participant in the show but also Cardinal O'Hara. **Used, old or expired items will NOT be allowed and you will be asked to pay an additional \$20 for your spot if your basket item does not meet the expectations of something you would like to win.**
- COHS will provide a bag for guests to drop their tickets in. Drawings for the auction will be made at the end of the event.
- Vendors are responsible for keep their space clean and to dispose of any trash in the appropriate containers.
- Please review, sign and return your application along with payment to secure your spot.
- While we do our best to accommodate requests, we do not guarantee placement or table spaces.
- **All checks are made payable to Cardinal O'Hara High School.**
- Send check and application to COHS Spring 2025 Craft Show @ 39 O'Hara Rd. Tonawanda, NY 14150

I read and understand the rules above and will fully comply

Name

Date



39 O'Hara Rd. Tonawanda, NY 14150
716-695-2600 ext. 321
www.cardinalohara.com