

1st Annual PTO Holiday Arts and Craft Show Registration Form

Galena Middle School

Saturday November 4, 2017

Name: _____

Business Name: _____

Phone: _____ Cell: _____

Email: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Description of craft(s): _____

Booth space is approx 6 ft. x 8ft and includes a table (6ft.) and two chairs. Each space cost \$15 and a donation for a raffle. All of the proceeds of this will go to GMS PTO. How many spaces? _____

Electric needed (Please explain why) \$5.00 _____

I would like to set up Friday night 6:00 pm to 8:00 pm _____

I would like to set up Saturday morning 6:00 am to 7:30 am _____

Please make checks payable to "Galena PTO" and send payment with this registration form to:

Galena Middle School

ATTN: Tiffany Gratton

702 E. 7th Street

Galena, KS 66739

If you would like a mailed confirmation please supply a self-addressed stamped envelope for confirmation or we can email you a confirmation. By acceptance of this agreement, the undersigned dealer expressly releases Galena USD #499 and all representatives thereof from any liability for damage, injury, or loss to person and property from cause whatsoever during occupancy of the premises. I, the undersigned, agree to the above stated.

Signature: _____ Date: _____

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General Information

SHOW HOURS: Advertised show hours will be from 8:00 am until 3:00 pm. Please have booths ready by 7:30 am; we reserve the right to use that space after 7:30am. The raffle will take place at 2:30 pm.

SET UP: The school will be open at 6:00 am the day of the event for set up. Friday evening set up is available from 6:00 pm to 8:00 pm. Once you are registered, we will give you a cell number to call if you have to cancel set up on Friday night. Unloading time in front of the school should be short for the convenience of all the crafters/vendors and can only occur until 7:30 am. After unloading, please park in the parking lot by the New Gym.

SPACE RENTAL: Indoor (Cafeteria and Commons Area of High School) approx 6ft x 8ft. Price of \$15 and a donation of item for raffle includes (6ft) Table, Booth space and chairs.

FOOD: Refreshments will be on sale throughout the day in the Commons Area. If you would like to purchase a lunch from our refreshments but cannot leave your booth, we will send someone around to take orders.

BUILDING REGULATIONS: NO smoking or alcoholic beverages will be permitted.

CANCELLATIONS: Vendors/Crafters may receive a refund for cancellation up until October 27, 2017. There is a \$15 fee for returned checks. Galena Middle School PTO will provide planned advertising, promotion and publicity covering the show, a listing of exhibitors, crafts and space location in our holiday arts and crafts directory. There is a limit of 3 vendors of one type of product (ex. jewelry etc.).

Thank you!

Name _____

Vendor Type _____

of Booth Spaces _____

Electricity _____

Early Set-up (Friday 6pm to 8pm) _____

Set-up (Saturday 6am to 7:30am) _____