Arts and Crafts Show

Saturday, September 15th

For booth information, please contact the school office at (504) 340-6727 or Anna Phillips at (504) 430-0938
Archbishop Shaw High School Parents Association

Arts and Crafts Show Saturday Sept. 15, 2018
All Saints Hall
1000 Barataria Blvd. Marrero, La. 70072

Registration fee: *$40.00-Indoor, Air-conditioned 10x10 space located inside the All Saints Hall building at Archbishop Shaw. Enter from Barataria Blvd.

Spaces: *All spaces include one chair *. Craft show staff will assign spaces as applications and payments are received.

Tables: *A limited amount of tables are available for rent on a first come bases at a cost of $10.00 per table, or you may bring your own.

Electricity: *A fee of $20.00 per space will be charged for crafters requiring electricity. *A limited amount of spaces with electricity are available and will be filled on a first come basis.

Deadline: *The deadline for crafters to reserve a space is NOON Friday, Sept. 7th. *Applications may be considered after this date if space is available.

Set-up: *Set-up will begin at 9:00 a.m. on Saturday Sept. 15th. All spaces should be completely set up no later than 11:00 a.m. *Please review the rules on the next page before submitting an application.
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Rules:

1. No smoking or vaping in buildings.
2. No alcoholic beverages allowed.
3. No loud music, tapes, etc.
4. No pets or animals allowed unless they are service animals.
5. Crafters should make arrangements for small children during Craft Show hours.
6. Crafters taking orders with a deposit down, must provide the customer with a receipt with your name and telephone number listed.
7. All tables are to be neatly covered and all areas shall be kept clean at all times.
8. Archbishop Shaw Parent’s Assoc. will be selling snacks and drinks. No food or drink other than sealed and packaged gift items should be sold by exhibitors. Food items must be individually wrapped if selling.
9. Crafters may not vacate until the end of the Craft Show.
10. All crafters must provide their own change. Craft Show staff will not be able to give change.
11. Extension cords will not be allowed at any booth, unless use of electricity has been purchased for that particular booth. Craft Show Staff will arrange for electricity for crafters paying applicable fees.
12. Special requests must be made in writing and sent with the application and payment. These requests will be considered and accommodated if possible and are on a first come basis.
13. All entry fees are non-refundable. NO refunds will be made for inclement weather, or other acts of God over which the sponsors have no control. However, entry fees may be credited towards future craft show participation in the event that a scheduling conflict does not allow for their participation. The exhibitor will bear the risk of loss in such instances.
14. Absolutely NO alterations to structures are allowed, i.e. hammering nails, taping, affixing thumb tacks, tacking, stapling, etc. to any building that may be utilized.
15. A representative of the Jefferson Parish Tax Collection Office will be collecting tax forms in the afternoon. Archbishop Shaw will also supply a list to the J.P. Tax Collection Office.
16. All booth assignments made by the Craft show Staff are final.
17. All crafters and equipment must be removed by 7 p.m., allowing two (2) hours for pick-up.
18. Each crafter is responsible for other workers in their booths and for advising them of these rules.
19. Any questions or comments regarding the Arts and Crafts show should be submitted to the Craft Show Staff.
20. This craft show will be held during but not in conjunction with Archbishop Shaw’s annual Shrimp Cook off. As such, a separate admission must be purchased to gain access into the Shrimp Cook off festival grounds. Crafters will be allowed to buy Shrimp Cook Off ticket at a discounted fee of $20.00.
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Make Checks Payable to: Archbishop Shaw Parent's Assoc. Please submit the completed application below with your payment to: Archbishop Shaw Parent’s Assoc. 1000 Barataria Blvd. Marrero, La. 70072

Name:______________________________________________
Address:________________________________________________
City:________________________State:__________________Zip____
Phone:_________________Cell:_____________E-mail:______________

Type of Crafts:________________________________________

Please indicate your reservation below: 10’ x10’ space $40.00 per space Qty:____x $40= $____.00
Available tables $10.00 each Qty:____x$10= $____.00
Electricity needed $20.00 each rented space Qty:____x$20= $____.00
Total $____.00

I agree to abide by the rules set forth in this application packet.

Signature:______________________ Name Printed:____________________
Date:__________________________