



Lincoln East Band VENDOR AND CRAFT FAIR

REGISTRATION PACKET
Lincoln East High School Gymnasium
1000 South 70th Street, Lincoln, NE 68510
Sunday, March 3, 2024 11am-3pm

The Lincoln East Band is excited to host its sixth annual Vendor and Craft Fair. We hope that with your help, and the help from our community, we will be able to create a wonderful fair. Please complete this registration form if you would like to participate in our craft fair. Please feel free to tell any other vendor or crafts people you feel may want to participate in the fair.

Contact Information (Please print):

Name: _____ Business Name: _____

Address/City/State/Zip: _____

Phone Number: _____ Email: _____

Website: _____

Brief description of vendor type or items for sale (*if you are a jewelry vendor, please also attach a picture of your product*):

Do you need access to electricity? (*Additional fees will apply. Please bring your own extension cords and/or power strips*) Yes No

Rental Information:

Space is limited. Booths will be reserved on a first-come, first-served basis upon receipt of payment and **all** pages of this signed registration packet. Spaces are approximately 10' X 10'. **Note: Please bring your own tables, chairs and signage. If you request access to electricity, please bring your own extension cords and/or power strips.** The Lincoln East Band Boosters will provide event advertising and promotion on our webpage and through social media.

Booth Fees

- _____ \$40 (for a booth on a wall)
- _____ \$45 (for a booth in a corner)
- _____ \$50 (for a booth with access to electricity)

Lincoln East Band Vendor and Craft Fair General Information
Sunday, March 3, 2024
11:00 a.m.-3:00 p.m.
Lincoln East High School Gymnasiums
1000 South 70th Street, Lincoln, NE

Contact: Lincoln East Band Boosters
lincolneastcraftfair21@gmail.com

Craft Fair Hours: Advertised fair hours will be from 11:00 a.m.-3:00 p.m.

Check-In: **Check-in will begin at 9:00am.** When you first arrive, you will need to check-in at the table by door 23 (south doors by gymnasium). You will then get your assigned location for the day.

Set-Up: The doors will open at 9:00 a.m. for booth set-up. Set-up must be completed prior to 11:00 a.m. We request that booths remain open the entire time unless previously arranged with the Chair. Unloading time at the front of the school should be short for the convenience of all the crafters/vendors (“Exhibitors”) and completed no later than 10:30 a.m.

Unloading and Parking: Exhibitors may unload in the north parking lot and in the south parking lot (next to the school). Once unloaded, we ask that Exhibitors park in the large lot next to Seacrest Field. A map will be provided to you before the Fair to show you the open doors and parking lots.

Exhibitors: All vendors will be limited to one (1) representative per direct sales company. We reserve the right to select all Exhibitors and restrict the types of items sold at the fair. No used or consignment items may be sold on the premises except for repurposed items used in artwork/craftwork/etc., otherwise, all items must be new and in good condition.

Building regulations: Absolutely NO smoking or alcoholic beverages will be permitted.

Courtesy: Exhibitors must stay within their designated space markers. Small children must be attended to at all times, for their safety, and out of respect for the property of other exhibitors. Exhibitors are responsible for cleaning and disposal of all trash from their area.

Cancellations: **All Booth Fees are non-refundable unless the event is cancelled by the Lincoln East Band Boosters.** If cancellation is required due to adverse weather conditions, all attempts will be made to notify Exhibitors of the event cancellation by 8:00 p.m. on Saturday, March 2nd. You cannot have another Exhibitor utilize your confirmed space until a new registration is completed and approved by the Chair of the event.

Lincoln East Band Vendor and Craft Fair General Information
Sunday, March 3, 2024
11:00 a.m.-3:00 p.m.
Lincoln East High School Gymnasiums
1000 South 70th Street, Lincoln, NE

Confirmation: Once your check, and this signed registration packet are received and approved, you will receive a confirmation letter along with a fully executed copy of this registration form via email. Your space will not be held until the registration fee and the signed registration form are received. **YOU WILL NOT BE CONSIDERED AN APPROVED VENDOR UNTIL YOU RECEIVE THE CONFIRMATION LETTER/EMAIL FROM THE LINCOLN EAST BAND BOOSTERS.**

Deadline: Checks and registration forms must be received by **Friday, February 16th**.

Payments: Please make checks payable to the **Lincoln East Band Boosters** and mail to:
Lincoln East Band Boosters
Attn: Craft Fair
1000 South 70th Street
Lincoln, NE 68510.

Questions: You may contact us at lincolneastcraftfair21@gmail.com with any questions or comments.

I understand that my Booth Fee is non-refundable, unless the event is cancelled by the Lincoln East Band Boosters. I agree to all of the terms and conditions as noted on the registration and general information guidelines. It is also agreed that the State of Nebraska, City of Lincoln, Lincoln Public Schools, Lincoln East High School, Lincoln East Band Boosters, and any affiliates are not responsible for any damages, theft, injuries or loss to myself, associates, family, business or company.

Exhibitor Signature

Date

Accepted on behalf of the Lincoln East Band Boosters by:

For official use only:

Date received: _____ Amount: _____ Check #: _____ Cash:

Confirmation Email Sent: _____