



LAKE OF THE WOODS School

Community Education "Holiday Craft & Vendor Extravaganza" Lake of the Woods School Commons & Main Gym Saturday, November 19, 2011 10:00 a.m. – 3:00 p.m.

The Lake of the Woods Community Education invites you to register for the *"Holiday Craft & Vendor Extravaganza"* on Saturday, November 19, 2011 from 10:00 a.m. – 3:00 p.m. in our commons and main gym. This event will feature music, activities, Santa visit, children's activities, a "Just for Kix Performance, a Tae Kwon Do demonstration, door prizes as well as all of the craft and vendor booths. Last year we had 47 booths and approximately 500 people that registered for the door prizes.

REGISTRATION: Please fill out the enclosed registration form and send it with your booth fee to: Lake of the Woods Community Education, "Holiday Crafter/Vendor Extravaganza", Attention: Cece, P.O. Box 310, Baudette, MN 56623. Registrations are also available at www.lakeofthewoodsschool.org. Registration deadline is November 12, 2011.

SET UP: Set up time is 6:30 a.m. on Saturday, November 19, 2011. You will receive your space assignment when you check in. We will provide coffee (free of charge) in the morning to help everyone wake up! A cart will be available to help you "move in".

TAKE DOWN: All exhibits must remain in place until 3:00 p.m. Each exhibitor is responsible for leaving his/her area clean at the end of the day.

RULES: By signing the registration form, you agree to abide by the rules that are on the reverse side. Community Education has the right to exclude any exhibitor not abiding by the rules and to remove any work considered inappropriate. **NO FOODS ITEMS MAY BE SOLD.**

BOOTH FEE: Each booth space is approximately 10'x12" and the cost is \$15.00 per space. Depending on the set up location, either a round or a rectangular table will be provided (or you may bring your own table) and 2 chairs will be furnished for each space. (There are more chairs available if you need them). There is a \$5.00 fee for electricity. You must bring your own "grounded power cord". No refunds unless the event is cancelled by Community Education and then the entry fee will be refunded.

DOOR PRIZE: Each exhibitor is required to provide a door prize for our hourly drawing. Please attach a business card so we can announce who is donating the prize during the drawings. (Winners must be present to win.)

DEADLINE: Registrations must be received no later than November 12, 2011. It is to your advantage to APPLY EARLY as it increases your chance of getting your space preference.

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FOOD: The Lady Laker Junior Volleyball Teams will provide beverages and food items for sale on site during the day.

CONTACT: 218.634.2735, Cece at ext. 1504; email ccharlton@blw.k12.mn.us or Lisa at ext. 1101, lbeckstrand@blw.k12.mn.us

Community Education

"Holiday Craft & Vendor Extravaganza"

Lake of the Woods School Commons & Main Gym
Saturday, November 19, 2011
9:00 a.m. – 3:00 p.m.

Rules/Information

1. Exhibitors must keep a professional appearance and they are responsible for clean-up and maintenance of their area.
2. Booth display: Booth space is approximately 10"x12". Booth fee is \$15.00. Electricity is \$5.00. All of our tables are round, so please cover or drape them the best that you can in order to make them presentable or you may bring your own table (cover/drape). Boxes, coolers, totes or carts should not be visible. Nothing can be nailed, stapled or otherwise affixed to the walls or floors. Exhibitor booths must not interfere with adjacent exhibitors in any way. All of the exhibitor's booths and displays, including chairs, must be placed within the confines of their space. No obscene or questionable items will be permitted. You will need to bring your own grounded power cord if you are requesting electricity (\$5.00).
3. All booths must be attended at all times.
4. **Smoking/alcohol/guns are not allowed on school property.**
5. **Pets are not allowed at the show.**
6. Liability insurance must be obtained by the vendor at their own expense.
7. Each exhibitor is responsible for collecting the State Sales Tax and filing a report with the Department of Revenue.
8. Non-refundable payment in full is due with the application. In the event of an emergency cancellation by Community Education, the full entry payment will be refunded.
9. **No food items may be sold.**
10. A non-profit organization will provide beverages and food items for sale on site during the day.
11. No overnight storage is available. **Exhibitors cannot set up the night before.**

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12. Please adhere to the set-up and take-down times.
13. Lake of the Woods School is not responsible for damage, theft or loss of any the exhibitor's items.
14. All rules will be enforced. Community Education reserves the right to make the final interpretation of all rules.
15. If you have any concerns or problems, please contact Cece/Lisa immediately. They will be there all day. We are here to ensure a safe and profitable event for everyone.

Community Education
"Holiday Craft & Vendor Extravaganza"
Lake of the Woods School Commons & Main Gym
Saturday, November 19, 2011
10:00 a.m. – 3:00 p.m.

Registration Form

Exhibitor's Name: _____

Description of craft/product: _____

Address: _____

City/State/Zip: _____

Phone: _____ Cell Phone: _____ Email: _____

License plate #: _____ Tax Identification #: _____

Booth Fee - \$15.00 (10`x12`) (Round or rectangle table (no choice) & 2 chairs provided); Electricity - \$5.00.

Number of booths: ____ Corner: ____ Regular: ____ Electricity: ____

I hereby release and forever discharge the Lake of the Woods School Community Education, and all other sponsoring organizations from responsibility, personal liability, loss or damage in connection with this show. I agree to abide by the rules and regulations set forth and other rules as may be established. I understand, in the event of emergency cancellation by Lake of the Woods School Community Education, the full entry fee will be refunded. **Registrations must be received no later than November 12, 2011. Please respect this deadline...we have made exceptions in the past and it is really hard to add booths two days before this date. We will not be accepting any registrations after this date. We have moved booths into the main gym and there is no more room in there. We had 51 booths last year...so get your registration in early.**

Signed: _____ Date: _____

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Your registration must include full payment (non-refundable). Please make check payable to Lake of the Woods School. Mail application and registration fee to: Lake of the Woods School Community Education, "Holiday Crafter/Vendor Extravaganza", Attention: Cece, P.O. Box 310, Baudette, MN 56623

Lake of the Woods Community Education Use Only

Date received _____ Cash _____ Check # _____ Amount _____ Electric: yes _____ no _____ #. Booths _____

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Lake of the Woods School ISD #390 • 236 15th Ave SW • P.O. Box 310 • Baudette, MN 56623
218.634.2510 (Phone) • 218. 634.2467 (Fax)