

## Entry Guidelines

Applications will be accepted by mail or in person at the City of Plano Parks & Recreation Department, 1409 Avenue K, Monday through Friday from 8am - 5pm. Application deadline is Friday, October 5, 2012.

Photographs representing all items to be sold must be submitted with Entry Form. In addition, each application is to include a sequence of 4 photographs of the exhibitor crafting one item through different stages. This sequence of photographs may be displayed at the fair. Photographs will be available for pickup by vendors during the fair. The City of Plano Parks & Recreation Department reserves the right to refuse items to be sold at any time, including the days of the fair.

Applicants must submit a completed Entry Form; photos of items; a stamped, self-addressed business envelope for return of notification; and payment (checks should be made payable to City of Plano, please include driver's license number on check).

All items must be **handmade by the exhibitor**.

This is a juried show. Acceptance of applicants will be based on the following: 75% = quality and 25% = uniqueness. Presentation should consist of no more than 8 photos and be no larger than an 8½" X 11" packet.

Seventy percent (70%) of all crafts must have a holiday theme in the form of holiday colors, holiday characters or holiday decorations.

Food items must be packaged and sold as gifts - not for consumption on the premises. Food booths are subject to the required booth fee.

***Vendors of food items must have a City of Plano Health Permit.***

Exhibitors must provide their own sturdy display equipment. Tables, table covers and chairs may be provided by exhibitor. All tables must be covered. Eight foot tables are available for rental at an additional fee and **must be pre-ordered by November 12.**

A new ***Hallway Table*** space is being offered to vendors this year. A limited number of spaces will be located in the entry hallway - ideal for products requiring minimal space. ***Hallway Table*** spaces are for display and sales from a single eight foot table.

Set-up time is available from 5pm to 9pm on Friday, November 16, and beginning at 7:00am on Saturday, November 17. All booths must be operating by 8:45am on Saturday and 11:45am on Sunday.

Exhibitors must remain at the fair both days and may not break down prior to 4pm on Sunday. Failure to comply with this rule will result in disqualification from future events.

Booth assignment numbers will be provided after your entry is accepted, however exact location of booths will not be known until the day of set-up and cannot be guaranteed.

Exhibitors are responsible for complying with State of Texas sales tax laws.

For questions, please call 972-941-7250.

Plano Parks & Recreation Department  
Christmas Crafts Fair  
P O Box 860358  
Plano, TX 75086-0358

## Entry Form

Entry fee, photographs and stamped self-addressed envelope must accompany this Entry Form. Make checks payable to *City of Plano*.

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Daytime Phone \_\_\_\_\_

Email \_\_\_\_\_

Have you participated in the Christmas Crafts Fair in prior years? \_\_\_\_\_ Yes \_\_\_\_\_ No

### Fees

Early Bird discount if received on or before July 31, 2012

\_\_\_\_\_ 10' X 10' Interior single = \$200

\_\_\_\_\_ 10' X 10' Corner single = \$220

\_\_\_\_\_ Hallway Table 8'X30" = \$150 limited quantity

If received after July 31, 2012

\_\_\_\_\_ 10' X 10' Interior single = \$225

\_\_\_\_\_ 10' X 10' Corner single = \$245

\_\_\_\_\_ Electricity = \$25 limited quantity/wall locations

Do you need to rent a table for your 10' X 10' booth?

\_\_\_\_\_ Table (no covering) 8'X30" = \$15

\_\_\_\_\_ Check Drivers' License No. \_\_\_\_\_

\_\_\_\_\_ Visa \_\_\_\_\_ MasterCard \_\_\_\_\_ Discover

Card No. \_\_\_\_\_ Exp. \_\_\_ / \_\_\_

Crafts Entered, Be Specific: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**AGREEMENT OF PARTICIPATION  
AND WAIVER OF LIABILITY  
Must be signed by all participants**

I understand the Christmas Crafts Fair is for handmade/homemade crafts and my booth will contain no less than ninety percent (90%) handmade items. I further understand items are to be handmade by me - the exhibitor. I agree to show the days of the Christmas Crafts Fair, unless I notify the Plano Parks & Recreation Department of my cancellation by the Friday, October 5, 2012 deadline. I agree to remain until the posted closing time each day. I understand that violation of these requirements will forfeit my fee and privilege to participate in future events sponsored by the City of Plano Parks & Recreation Department.

In consideration of the City of Plano allowing me to participate in the Christmas Crafts Fair and being aware of the possible injuries that could occur to me as a result of that participation, I, on behalf of myself, release all City of Plano officials, employees, and agents from any and all injuries and damages whatsoever arising from my participation in the Christmas Crafts Fair.

I, my heirs and representatives, agree to indemnify, save and hold harmless the City of Plano, its officials, employees, and agents from any and all claims made by me or my insurer for injuries or damages related to the Christmas Crafts Fair.

I agree that the City of Plano, its officials, employees, agents and representatives have the right to use photographs of me taken at the Christmas Crafts Fair without payment to me.

Signature(s) \_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

City of Plano  
Parks & Recreation Department  
P.O. Box 860358  
Plano, TX 75086-0358



*34th Annual  
City of Plano  
Parks & Recreation  
Christmas Crafts Fair*



*\*\*\*New location, New hours\*\**

*November 17 and 18, 2012  
Saturday 9am - 5pm  
Sunday Noon - 4pm*

*Oak Point Center  
6000 Jupiter  
@ Spring Creek Parkway  
Plano, TX 75074*