

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 7, 2011.

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 Dept. 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.

All booths are equipped with one 110 electric outlet. Vendor must supply extension cords and/or power strips.

Exhibitors must provide their own sturdy display equipment. Tables, table covers and chairs may be provided by exhibitor. All tables must be covered. Tables are available onsite for an additional fee.

Telephone and data lines will be available at an added charge through the Plano Centre. Order forms will be included with the letter of acceptance.

Set-up time is available from 1pm to 8pm on Friday, November 18, and beginning at 7:30am on Saturday, November 19. All booths must be operating by 9:45am on Saturday and 11:45am on Sunday.

Exhibitors must remain at the fair both days and may not break down prior to 5pm 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 _____

Fees

All booths are equipped with one 110 electric outlet

Early Bird discount if received on or before August 19, 2011

_____ Interior single 12'X12' = \$260

_____ Interior double 12'X24' = \$520

_____ Corner single 12'X12' = \$290

_____ Corner double 12'X24' = \$580

_____ Table (no covering) 8'X30" = \$10

_____ Table - draped white top/green skirt = \$20

If received after August 19, 2011

_____ Interior single 12'X12' = \$310

_____ Interior double 12'X24' = \$620

_____ Corner single 12'X12' = \$340

_____ Corner double 12'X24' = \$680

_____ Table (no covering) 8'X30" = \$10

_____ Table - draped white top/green skirt = \$30

_____ Check Drivers' License No. _____

_____ Visa _____ MasterCard _____ Discover

Card No. _____ Exp. ___/___

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

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 7, 2011 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



*33rd Annual
City of Plano
Parks & Recreation
Christmas Crafts Fair*



*November 19 and 20, 2011
Saturday 10am - 5pm
Sunday Noon - 5pm*

*Plano Centre
2000 E. Spring Creek Pkwy.
Plano, TX 75074*