



FORT ZUMWALT SOUTH HIGH SCHOOL ACTIVITIES BOOSTER CLUB 2022 CRAFT SHOW RULES & GUIDELINES SATURDAY, OCTOBER 15, 2022 9 am - 3 pm

The proceeds of the Fort Zumwalt South High School Activities Booster Club Craft Show benefit athletic programs and activities of Fort Zumwalt South High School. The following rules and guidelines apply to all registered participants of the Fort Zumwalt South High School Activities Booster Club Craft Show. Please keep a copy for your file.

Registration/Publication –

- **Registration Deadline is September 30, 2022**
- Return completed application with check or money order payable to FZS Activities Booster Club to:
FZS Activities Booster Club Attn: Craft Show
8050 Mexico Road - St. Peters, MO 63376
- Upon receipt a confirmation email will be sent.
- Booth Assignment and final show information will be emailed in first week of October.
- Booth fees: \$75 per booth
- See application for additional information.
- Vendors must register each year for the craft show.
- Vendors are REQUIRED to provide a State Tax number or note they are senior exempt. Social Security numbers can not accepted.
- **New vendors will not be accepted until AFTER 12/1/21, confirmation will be sent AFTER 12/1/21**
- Booth requests are considered but NOT GUARANTEED. Craft Show Coordinators will do the best they can to accommodate all requests.
- It is our policy to only allow one vendor per licensed company/product. In the event duplicate registrations occur every effort will be made to distance vendors booths from each other. If a vendor chooses to protest they may withdraw from the craft show, your fee will not be returned.
- NO REFUNDS WILL BE MADE AFTER PAYMENT IS RECEIVED. No transfers are available from one year to the next. If you are unable to make the craft show for any reason, your money will not be returned. This is a strictly enforced policy.
- Returned checks are subject to bank fees incurred by FZS Activities Booster Club.
- FZS High School Activities Booster Club will publicize the Craft Show via email, website, and social media. Please follow us on Facebook at Fort Zumwalt South Boosters and Activities Club and on Twitter at @FZSBoosters. You are invited to share posts and craft show graphics to help promote the event.

Communication/Contact information –

- This event is coordinated and run by volunteer parents. Your consideration of their time is appreciated.
- **FZSCRAFTSHOW@GMAIL.COM - BEST METHOD OF COMMUNICATION IS EMAIL**
- Craft Show Coordinators –
 - Dawna Currigan – 314.960.0553 Phone calls should be limited to the hours of 9am to 9pm.
 - Kara Reynolds
- Facebook: Fort Zumwalt South Boosters and Activities Club

Set-up –

- ALL BOOTHS MUST BE SET UP BY 8:30AM ON SATURDAY FOR FIRE MARSHALL INSPECTION - NO EXCEPTIONS

- Schedule:
 - Set-up: Friday, October 14, 5 to 9pm – ***PLEASE DO NOT ARRIVE BEFORE 5pm!***
 - Set-up: Saturday, October 15, doors open 7am set-up must be complete by 8:30am.
 - Show hours: 9am-3pm, all booths **MUST REMAIN STAFFED THE ENTIRE TIME.**
 - Clean up: Booth must be packed away & cleaned no later than 5pm.
- Assistance: The FZS High School Activities Booster Club will recruit volunteers to assist with loading items into the building and will have as many carts available as possible. Note: assistance and carts are on a first come, first served basis and not guaranteed. Please be prepared to move in your items with your own equipment.

Liability/Rights/Rules –

- Vendors shall restrict their displays, goods, equipment, etc. to the confines of their own booth and not extend into walkways or neighboring booth space.
- Vendors shall NOT move other vendors goods or attempt to extend their booth beyond the size registered for.
- The FZS Activities Booster Club reserves the right to remove exhibitors if any items, selling procedures, or actions are found to be controversial or in bad taste.
- No signs, crafts, or other items can be attached to the walls, lockers, bleachers or other permanently affixed/secured school property.
- Fort Zumwalt South High School is a smoke free campus.
- Missouri State Sales Tax collection and disbursement is the responsibility of the exhibitor.
- Exhibitors assume all responsibility / liability for any loss, theft, damage, or personal injury. Fort Zumwalt School District, FZS High School and the FZS Booster Club shall not be held liable.
- Vendors are to treat students and other volunteers with respect. In turn, vendors will be treated respectfully by volunteers and students.

Craft Show Coordinators or school personal have the right to move items not within the vendors space or ask a vendor to leave if they are in violation of any of the rules.

Booths –

- Booths are located in the main gym and common area a confirmation with additional information, map and booth number will be emailed 1-2 weeks before show.
- Booth sizes: Please respect other vendors space = 8' DEEP x 10' WIDE or 5' DEEP x 16' WIDE depending on location.
- One chair is provided with each booth, additional chairs available upon request.
- **VENDORS MUST PROVIDE THEIR OWN TABLE AND TABLE COVERINGS.**
- **ELECTRICITY IS NOT AVAILABLE** and no generators are permitted, batteries and solar power are allowed. Due to fire safety regulations lit candles and/or open flames are not permitted. LED candles may be used in place of traditional candles. Your booth must pass a local jurisdiction fire inspection. Contact the city of St. Peters for more information.
- Vendors may not sell any food item, unless it is sold as part of a packaged gift set. Vendor may request exception and must be approved, and is responsible for own required food license.