

Lakota East

Holiday
Arts & Crafts Show

Presented by the PTSO

2019 Application

The Lakota East Holiday Arts and Crafts Show, sponsored by the Lakota East Parent Teacher Student Organization, is one of the most successful and well attended holiday shows in the tri-state area. First hosted in 1998, we pride ourselves on the quality of crafters and artists that are attracted to the show. Because this is a well-established show there is minimal turnover year to year, we do not keep a waiting list, new applicants need to apply every year. All crafts are juried by a committee, we do not admit by order of receipt of application.

Show criteria:

- Each art/craft must be a home made item involving at least a three step process created by the applicant
- NO wholesale or direct sale items allowed
- A detailed description of the craft/art process must be provided
- One or two craft types are allowed per booth. Only arts/crafts included in the original application will be permitted in the show
- Single booths are 10' wide and 8' deep
- Double booths are 20' wide and 8' deep
- Booth fee: single \$90, double booth \$180, bay \$190, corner booths and limited electricity \$10 extra

Mail application and required information prior to June 1, 2019 to:

Lakota East Holiday Arts and Crafts Show Committee
PO Box 1322
West Chester, Ohio 45071-1322

DO NOT SEND BOOTH FEE WITH YOUR APPLICATION. You will be notified via email regarding show status by the end of June. If accepted into the show you will be provided with additional information regarding payment of booth fee and any other options that may be available. Payment to reserve booth space will be required within thirty days of show acceptance.

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Saturday, November 9, 2019 9:00am – 4:00pm

Sunday, November 10, 2019 11:00am – 4:00pm

Name of Business _____

Name of Individual _____

Address: _____

City _____ State/Zip _____

Phone _____ Cell Phone _____

Email Address _____

Website (if appropriate) _____

Please write a brief description of craft along with step on back of application or on a separate piece of paper.

Art/Craft Information Required:

- Description of all art/craft items to include:
 - materials used
 - process
 - description of final product
- PLEAST NOTE: All items for sale must be hand crafted with at least a three step process.
- Minimum of 2 clear photos of each art/craft that would be sold in your booth
- Photo of your booth setup
- Submitted photos become property of LEHS PTSO, will not be returned

OFFICE USE ONLY:

DATE REC'D _____

EMAIL CONFIRMATION SENT DATE _____ CHECK # _____

2013 BOOTH # _____

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ARTS & CRAFT SHOW INFORMATION / GUIDELINES

1. Show dates/hours, patron cost
 - Saturday, November 9, 2019 (9:00 am – 4:00 pm)
 - Sunday, November 10, 2019 (11:00 am – 4:00 pm)
 - \$5.00 early bird admission Saturday, 9am – 10am
 - \$2.00 general admission remaining show hours
2. Move in/Move out information
 - Move in 5:30 – 8:00 pm Friday before show, and 7:00 am – 8:00 am Saturday morning.
 - Please note: volunteer staff must mark all booth spaces (240) after students are dismissed for the day on Friday. This task is not completed until 5:30 pm Friday.
 - Move out at close of show on Sunday. Any artist/crafter closing down early will not be automatically accepted for the following years show.
 - Student helpers are available for move-in and move-out but numbers may vary depending on number of student volunteers.
 - For liability purposes no door partitions can be moved or physical building modifications made before, during or after the show
3. Booth expectations/size
 - Size: 8 feet by 10 feet.
 - May request single or double booth spaces, depending on availability.
 - Bay spaces are available in very limited numbers.
 - Booth layout is expected to include easy flow in and out of the booth, have sufficient product be displayed and be well stocked.
 - No wholesale items of any kind are permitted to be sold in the booth
 - We do not allow any direct sale businesses
4. Costs
 - \$90.00 / single booth
 - \$180.00 / double booth
 - \$190 / bay
 - \$10 additional fee for corner booth or electricity – to be determined based on booth location/availability
5. Electricity
 - There is very limited access to electricity due to building layout
 - Space location will determine availability/cost. This information will be conveyed after show acceptance established.
 - Individual power sources may be allowed but requires committee approval prior to show

6. Jury Information
 - Show is juried by volunteers not affiliated with the show
 - Criteria for jurying will be provided after show acceptance established
 - All artists/crafters who pass jury process will receive automatic acceptance into the following years show.
7. Previous attendance Information (2018 show), attendance of over 8400 patrons during the 2 day weekend
8. Number of Art/Craft booths: over 230
9. Crafters are responsible for bringing all booth set up items including chairs, tables which must have skirting that touches the floor on all exposed sides and change. No tables or chairs will be provided.
10. Advertisement
 - The show is advertised in local newspapers, via electronic media, community signs and crafter advertisement
11. Food/Beverages
 - Offered for sale during show
12. Show Acceptance
 - The number of artists/crafters in each field will be limited. Therefore, acceptance into the show will occur based on the type of art/craft.
13. Refunds
 - If a refund is necessary due to unforeseen circumstances on the part of the artist/crafters the show committee must be notified by August 15th in order to receive a refund.
 - No show refunds will be issued after August 15th.
 - Any artist/crafter who withdraws from the show after August 15th must apply as a new artist/crafter the following year and will not be guaranteed automatic acceptance.

Contact Information:

Email: LakotaEastCraftShow@gmail.com (preferred mode of contact)

Hotline: 513-759-8615, ext. 15319 (checked on a monthly basis)

Address:

Lakota East Arts and Crafts Show Committee
PO Box 1322
West Chester, Ohio 45071-1322

Website: www.lakotaeastcraftshow.com