

Guyer Choir Craft Show: Vendor Rules

- Vendor check-in begins at 6:30 AM. Please **DO NOT** enter the building before that time as we are busy with last-minute preparations. You will have 2 ½ hours for setup. The show starts at 9:00 AM and ends at 4:00 PM. We are unable to allow Friday night set-up because the school is in use by other groups which does not allow us to secure your property.
- When you arrive, please check in at the Information Desk located at the entrance to the B Hallway – just off the cafeteria. There will be two separate lines based on the first letter of your last name – **A-K** and **L-Z**. This is where you will pick up your packet and pay for your lunch—if you preordered one.
- At check-in, we will advise you of the closest place to unload. Students may be available to help. Please be mindful that we have more vendors than students and cannot guarantee one will be available for you. The school does not have enough flat-bed dollies for your use. Please be prepared to move your own merchandise. You will be advised of the parking areas when you check in. **Please move your car before you set up your booth.**
- If you rented a table, it will be at your booth when you arrive. If you paid for electricity, your booth will be located near an outlet. **Please bring any necessary extension cords with you.**
- Please maintain your booth so that it looks pleasant throughout the show. Please keep your booth in its designated area. All items displayed must be appropriate for students (nothing sexually explicit or crude). All booths must be manned by an adult. Booth payment is due before you may set up your booth. Returned check fee is \$35.
- Profanity is not allowed – verbal or written. No lit candles or open flames. Smoking is not allowed. Nails in our walls are strictly prohibited as is defacing our school's property in any way.
- A lunch box order form is included with this email. All lunch orders are due (via email to **guyerchoircraftshow@gmail.com**) by **November 11, 2020**.
- It is each vendor's responsibility to ensure that they are in complete compliance with the law regarding food permits and taxes. If you have food items, you may need a permit. Please contact the City of Denton's Consumer Health Department at 940-349-8346. The city health inspector visits our show. A permit is \$20 and you must apply in advance. If you are shut down for noncompliance, there is no refund. Denton's sales tax is 8.25%. If you have any questions or need a sales tax permit, please visit www.window.state.tx.us/taxes/. Refunds will not be given if you are shut down by a government official.
- Early bird registration allows returning vendors the opportunity to secure the same spot from year to year. Early bird applications will be accepted starting at 10:00 AM on the day of the show, and must be postmarked no later than December 31, 2020. New vendor registration will open in January 2021. Be sure to submit your application early!
- Booth teardown begins at 4:01 PM. Any vendor found breaking down prior to that will be fined \$25.
- We try to think of everything possible to help make our show successful for our vendors and for our customers. However, we know that we will miss a few things along the way. Therefore, we reserve the right to add or change our rules. We have everyone's best interest at heart!