

## Immaculate Conception Parish School

2021 A.L.F. PTO Craft Show Vendor Application

Event Date: Friday, October 8, 2021

Name:

Business/Organization Name:

Address:

City:

State:

Zip:

Business or Home Phone:

Cell Phone:

E-Mail:

PA Sales Tax License No.:

Description of items offered for sale:

**Please indicate location and # of tables/spaces: INDOOR TABLE \_\_\_ OUTDOOR SPACE \_\_\_**

**Vendor Fee is \$80 for 8ft table indoors or \$100 for 10x10 space indoors or outdoors.** Each table or space includes reserved parking area for one vehicle and a voucher for the PTO concession stand. Each additional space or table also includes an additional parking pass. Extra parking passes can be purchased upon request for a fee of \$20 per space for an all-day pass. Electric will be available upon request to a limited number of indoor vendors at no extra charge (first come, first served basis).

**Electric Service Requested: \_\_\_ yes \_\_\_ no Same Location as 2019: \_\_\_ yes \_\_\_ no**

While we attempt to keep our returning vendors in the same location each year, slight adjustments may be made on occasion depending upon space needs and the vendor's products. We do not want the same type of items being sold side by side. Thank you for understanding. **Please indicate whether you are a returning or new vendor here: \_\_\_ new \_\_\_ returning**

Please mail a signed copy of the Vendor Application with payment to Immaculate Conception Parish School, Attn: PTO Craft Show, 720 Liberty Street, Clarion PA 16214. Checks should be made payable to **Immaculate Conception PTO**. If you have any questions, email Jason and Amanda Lewis at [jasonfloydlewis@hotmail.com](mailto:jasonfloydlewis@hotmail.com) or Sara Patton at [sjsp112@gmail.com](mailto:sjsp112@gmail.com).

**All Vendors**

1. **PARKING:** One reserved parking pass per location/table is included with the vendor fee. Each vendor will receive their parking pass with the registration packet. Spaces will be reserved for vendors in a designated area of the church/school parking lot until 6:30 a.m. on the day of the event. After 6:30 a.m., vendors will be provided parking if available. *No overnight parking permitted in the church/school lots.*
2. **EVENT HOURS:** The Immaculate Conception Parish Event Center will open to the public on the day of the event, **Friday, October 8, 2021** from 7 a.m. to 4 p.m. All vendors must be torn down and vacate the Parish Event Center by 5 p.m. Friday.
3. Vendors are responsible for their own merchandise at all times. Immaculate Conception Parish, School and PTO will not be held responsible for any items that are lost, damaged, or stolen.
4. Vendors are responsible for hauling their trash home. *The dumpster is for school use only.*
5. All applications must be returned with payment and all checks/money orders made payable to **Immaculate Conception PTO** to reserve a space. *Approved application fees are nonrefundable after Sept 1<sup>st</sup>. If the event must be cancelled due to the COVID-19 Pandemic in 2021, all vendor fees will be refunded regardless of when the cancellation occurs. PLEASE BE ADVISED THE EVENT FORMAT MAY LOOK DIFFERENT THAN IN PAST YEARS DUE TO SOCIAL DISTANCING AND OTHER PUBLIC HEALTH GUIDELINES THAT MAY BE NECESSARY DUE TO THE CONTINUING PANDEMIC.*
6. Restroom facilities are available for IC PTO Crafters only and are not open to the general public.
7. All items for sale must be approved and listed on the application and may be denied at the discretion of the IC PTO or Immaculate Conception Parish and School.
8. There is no accessible WiFi.
9. Tables should be covered with a floor length cover and all non-essential boxes and trash placed underneath and out of sight.
10. Observe all directives given by the duly-authorized representatives of the IC PTO. *Failure to follow the rules and regulations of Immaculate Conception Parish, School or IC PTO may result in dismissal from the event at the discretion of Immaculate Conception Parish, School and PTO representatives.* Vendor fees are nonrefundable in the event of dismissal.

**Indoor Vendors**

1. **SET UP HOURS:** The Immaculate Conception Parish Event Center will be open on **Thursday** the day before the event from **4 p.m. to 6 p.m. only** for inside vendors to set up. The Parish Event Center will be locked from 6 p.m. on Thursday until 5:30 a.m. on Friday, the day of the event, and will reopen at **5:30 a.m. Friday** for vendor set up.
2. Indoor vendors will be provided a table and two chairs per each table or space by the IC PTO. *No other signs, display stands or card tables may be placed beside or in front of your allotted 8ft table or your 10x10 space.* Back drop signs placed behind your table are permissible. Indoor 10x10 booths will be set with 2ft of space between allowing only vendor access at the sides.
3. There is limited electric service available for indoor vendors only. Please make your request for electric service on your Vendor Application. Vendors will be notified as to whether they have been assigned a location with electric service on the approved Vendor Application included with the registration packet.

**Outdoor Vendors**

1. Outdoor vendors must supply their own tables. IC PTO will not provide tables to outdoor vendors. Each vendor will be provided a 10' x 10' marked area.
2. Electric is not available outside.

3. The front parking lot will be open to outdoor vendors for unloading and setting up at 4 p.m. on Thursday before the show. **Vendors will not be permitted on school grounds any earlier than 4 p.m. Thursday due to the fact school will be in session on that date. After 6 p.m. on Thursday, the parking lot will be blocked off, therefore, any Outdoor Vendors unloading later than 6 p.m. must park along Main Street to do so.**

**Hold Harmless Clause**

I do hereby agree to indemnify, save and hold harmless the Diocese of Erie, Immaculate Conception Parish & School, and the Immaculate Conception Parish School PTO from and against any loss, claim, demand, suit, cost or damage arising out of, or from any accident or other occurrence on or about Immaculate Conception Parish property and shall indemnify the Diocese of Erie, Immaculate Conception Parish and School and the Immaculate Conception Parish School PTO from any liability to any persons for injuries, property damage or otherwise.

**Failure to abide by any of the Rules and Regulations shall serve as a basis to revoke access to any and all vendors whether before or during the event.**

By signing, I acknowledge that I have read and understand all of the Rules & Regulations as well as the Hold Harmless Clause established by the Immaculate Conception Parish, School and PTO and agree to abide by these Rules & Regulations and Hold Harmless Clause.

I AGREE TO THE ABOVE HOLD HARMLESS CLAUSE AND ACCEPT AND SHALL ABIDE BY THE RULES AND REGULATIONS OF THE IMMACULATE CONCEPTION PARISH, SCHOOL AND PTO AS SET FORTH ABOVE.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Print Name: \_\_\_\_\_

**A signed copy of the 2021 I.C. Parish School PTO Craft Show Rules and Regulations must be returned with the Vendor Fees and the completed and signed Vendor Application. A copy of the Vendor Application, bearing the signature of an authorized representative of Immaculate Conception Parish School along with the Vendor registration packet containing a parking pass and concession stand voucher will be returned to each Vendor in advance of the event.**

ACCEPTED BY: \_\_\_\_\_

**Immaculate Conception Parish School  
Authorized Representative**

\_\_\_\_\_  
Date

**THANK YOU FOR YOUR INTEREST IN PARTICIPATING IN THE 2021 I.C. PTO CRAFT SHOW. YOUR SUPPORT OF I.C. PTO AND THE IMMACULATE CONCEPTION PARISH SCHOOL IS GREATLY APPRECIATED! WE ARE LOOKING FORWARD TO A SUCCESSFUL EVENT IN 2021!**