

VENDOR INFORMATION for the Fall 2010 Leander High Craft Market
Saturday, October 23, 2010 – 9am-4pm



Dear Friends,

Greetings from Leander, Texas! The FALL craft show season will be here SOON, and we invite you to join us at our Fall 2010 **Leander High Craft Market** on Saturday, October 23rd. We bring together a team of planners with years of craft show and event experience to produce the best show in the area! We do what other craft shows do not — we go the extra mile for our vendors and your customers, making our event THE craft show destination of the year!

Please read below for all the details about the 2010 show. Due to the large number of vendors, we ask that you read this information and check the website before calling, and we encourage you to inquire by email to LeanderHighCraftMarket@yahoo.com. If you have questions after reviewing the information, our volunteer team will respond to your email and phone inquiries as quickly as possible. On the website, you will find the vendor application form, general information, planned layout, and everything you need to know about the 6th Annual **Leander High Craft Market**. Check us out at www.leanderbaseball.com. You can also see photos of our 2010 Area Champion Leander Lions baseball team! Go Lions!

Most of you know that we must wait for the Leander school district to obtain approval for our show dates. After finalizing the school schedules, district testing, and event schedules, they give us a choice of dates. This year, we were very fortunate to get our first choice, which is the October 23rd date many of you signed up for with your Early Bird Reservation form at last year's show! Waiting for the date to be finalized is probably as frustrating for us as it is for you; we know you are scheduling your fall weekends well in advance, and we are anxious to get our show up and running! Thank you for your patience!

NEW THIS YEAR – September 1ST DEADLINE / \$10 booth fee

There will be an additional \$10 charge added to your fees if your application is postmarked after September 1st. We appreciate you! And our show has been blessed with growth to the point that we must encourage everyone to get applications in early so we can minimize last-minute space planning and changes.

Vendor Application and Payment

Please read the Vendor Application carefully, and fill it out completely. Be specific on your products and your booth needs. Include a check or money order for your total fees. (\$25 charge for returned check). Mail the application and payment to us together to the address shown at the bottom of the application before September 1st. Add \$10 booth fee if it is postmarked after September 1st. Also remember that on show day, before 8:30am, all vendors are required to donate an item for our fundraiser with minimum \$25 retail value. Please email us if you need to make your payment via PayPal.

Returning Vendors and Booth Priority

Fall 2009 vendors will be given priority in booth location. First priority is given to those who turned in the Early Bird Reservation with payment at the 2009 show. The next order of priority is other Fall 2009 vendors, as long as your application and fee is postmarked by the September 1st deadline. Then, priority will be given in the order in which the applications are received. It is important to send your application and money in early! Applications postmarked after September 1st will receive no preferential treatment. If capacity has been reached, you will be placed on a waiting list. Don't forget to specify your desired booth location. We will try to accommodate your requests; however, it may be necessary to move some vendors around for changes in the layout, access to electricity, duplication of items sold, booth size, etc. (Please note, we only allow ONE of each direct marketing vendor, for example "Silpada", "Scentsy", etc. We will update this Direct Marketing list on our website as we accept these types of vendors so please check the website or send us an email before sending in your application if you are a Direct Marketing vendor. No exceptions to this policy.)

Booth sizes/fees

Most of our booths measure approximately 100 square feet; most of these full size booths are 10x10 (Gym 1, Gym 2) but some are 8x12 or 7x14 (PAC, Commons). We even have a few elongated full booths if desired that are 5x20 (PAC, Halls). A limited number of half booths are available; they are approximately 50 square feet. Half booths may be 5x10, 7x7, or 8x6. You may purchase two side-by-side booths if you would like a larger space (10x20 or 5x20). The Full size booth price is \$65 (or \$75 after September 1st). Half booth price is \$45 (or \$55 after September 1st), with a limited number of half booths available. Please specify if you need electricity for a \$5 fee (first com/first served). A limited number of tables are available for rental for \$10 each. Mark your application clearly and calculate your total payment due. (No refunds for cancellations after October 10th.)

Set-up/Teardown

Your set-up entrance is determined by the location of your booth. Please see vendor information packet (mailed approx 2 weeks prior to show) for specific setup times on Friday night (we cannot announce this time until 2 weeks prior to show day), and Saturday morning setup will be 6am-9am. Doors open to the public at 9am on Saturday. Players and parents will be available to assist in unloading on Friday & Saturday, and for loading on Saturday evening. Teardown takes place no sooner than 4pm on Saturday. Vendors must stay until 4pm or you will forfeit any opportunity to sell at our future shows.

Attendance

Our previous shows have averaged more than 1500 customers per show, with more than 2000 customers at our 2009 show! Our advertising team is already working to draw a substantial crowd of shoppers to the 2010 show. Our advertising includes highway banners, flyers, retail signs, website ads, school posters, newspaper ads, homeowner association ads, newsletter articles, and more.

Application Confirmation

Upon receipt of your vendor application, we will send you a confirmation email or phone call within a week (or so) of its receipt. About 2 weeks before the show, we will send a vendor information packet by email (unless you request it to be sent by snail mail on your application). We do our best to answer all your questions about the show in that information packet. Due to the volume of vendors, we ask that you please read the information packet thoroughly before calling with questions.

Notes to Remember

- Send in your application and fee as soon as possible. Remember, the new deadline is September 1st!
- Please be very specific regarding booth requests, preferences, needs, etc – we will do our best to accommodate, but cannot guarantee all requests can be honored.
- No preferential treatment will be given to applications post marked after September 1st.
- Add \$10 to your booth fee if your application is postmarked after September 1st.
- Vendor packets will be sent to all confirmed vendors approximately 2 weeks prior to show.
- Please visit our website at www.leanderbaseball.com for show updates and information.
- Join us on **Facebook!** Become a fan of **Leander High Craft Market!** Use our Facebook page to advertise your booth at our show!

We look forward to seeing you at our show. Send in your application now! We can't wait to hear from you!

Leander Baseball Booster Club

Susan Crawford,

Baseball Mom and Craft Market Chairperson ☺

CONTACT US

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