



# MARQUETTE CRAFT FAIR REGISTRATION FORM

**Date: October 5, 2024, 9 AM - 4 PM**

Applicant Name(s): \_\_\_\_\_

Name of Your Business (if applicable): \_\_\_\_\_

Website/social media page address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street City State Zip

Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Emergency Contact Name & Cell: \_\_\_\_\_

Please list your booth preferences, if any: \_\_\_\_\_  
(i.e. end of aisle, back to wall, etc.)

**Please describe the items you plan to sell.** *Your list must include every type of item that you plan to sell at our fair. Renters displaying items at the fair that have not been previously approved may be required to remove the unapproved items.*

\_\_\_\_\_  
\_\_\_\_\_

Do you personally make the items that you sell? Yes  No   
If 'No', which company do you represent? \_\_\_\_\_

What category would you consider the majority of your product range to fall into:

Apparel	Gifts	Jewelry	Other:
Beauty	Homewares	Seasonal decorations	
Food	Health & Fitness	Toys and games	

How many 12'x7' booths would you like to rent? ( )

**Incentive Offer:** Receive a discount if registration is postmarked before May 31, 2024.

Postmarked **before May 31** \$70.00 x ( ) = \_\_\_\_\_ or Postmarked **after May 31** \$75.00 x ( ) = \_\_\_\_\_

~~Would you like to rent an 8' x 2.5' table for your booth (1 table per booth)? (SOLD OUT)~~

~~Yes  No  If 'yes', please add \$5.00 per table \_\_\_\_\_~~

Do you require electricity at your booth? (Electricity limited) Yes  No  If 'yes', please add \$10.00 \_\_\_\_\_

Total: \_\_\_\_\_

Make checks payable to “Marquette Band Boosters” with your phone number on the memo line. Please review the vendor guidelines and cancellation policy before submitting your registration form and fee. Venmo is available upon request.

Mail to: Jenny Bobroff, 1215 Richland Meadows Dr, Ballwin 63021  
Get in Touch: 407-230-7601 (text is best) or jbobroff77@gmail.com

## 2024 Vendor Guidelines

Marquette Band Boosters welcomes all craft vendors to participate in our annual craft fair. To make it enjoyable for our guests and beneficial for our participating vendors, we have a few guidelines.

- We reserve the right to limit the number of booths selling similar products. Returning vendors will be given preference.
- We limit Direct Sales companies to one vendor per company.
- Animals used in conducting business or sales are not allowed on site.
- Cooking of food products on site is not allowed. Pre-cooked samples are fine.
- We are a family event. All products should be appropriate for a school venue. No alcohol or drug related advertisements, weapons or profanity.
- There is a \$25 return check fee.
- Vendors are asked to provide their business website and/or social media sites on their registration form. We may share your site in our publicity and tag you in our marketing posts on social media.
- The event opens to the public at 9 AM. Booth set up begins at 6:30 AM. Vendors should be set up by 8:45 AM and ready to welcome customers. Friday night set up is also available.
- Lunch is available on site during the event for a reasonable cost.

**Event date, time and location:** Oct. 5, 2024, 9 AM to 4 PM, Marquette High School gymnasiums and Commons, 2351 Clarkson Road, Chesterfield, MO 63017

### Booth information:

Booths are 12 ft wide x 7 ft deep. You may bring your own tables and chairs or rent a table from us. Electricity is limited and preference is given to those requiring electricity to display or make goods. See registration form for cost for table rental and electricity. Extra outlets for charging cell phones and personal devices are not available. Please bring portable chargers for this purpose.

If you are a returning vendor, you may request the same booth space as last year, but we cannot guarantee we can honor the request. We will do our best.

### What you can expect from our band students:

- Help with load-in and load out - our band students will be available to help you carry in your items and help load them out at the end of the day.
- Lunch delivered to your booth - band students will collect your food orders and money and deliver your meal to your booth.
- Stand-in when you need a break - our responsible students and parents can sit at your booth while you take a short restroom break.

### Cancelation Policy:

Vendors who cancel more than 30 days before the event will receive a full refund.

Vendors who cancel less than 30 days will receive no refund.

Cancellation by MMBB Boosters due to unforeseen circumstances will result in a full vendor refund.