



# The Shoppes at Centennial

## 7<sup>th</sup> Annual Holiday Craft Fair!

On behalf of the Centennial High School Band I am pleased to announce that we are accepting exhibitor registrations for the Shoppes at Centennial – 7<sup>th</sup> Annual Holiday Fair. We hope you will join us this year!

The craft fair is scheduled for November 15<sup>th</sup> and 16<sup>th</sup>, 2019 in the Centennial High School Auxiliary Gym (between the tennis courts and main gym)

We are a growing event in the Las Cruces community and we know it is because of supporters like you. Let me know if you have any questions.

Janelle Vasquez  
(575) 202-4133  
[centennialholidayfair@gmail.com](mailto:centennialholidayfair@gmail.com)

I look forward to hearing from you soon!!!

## About the Fair

Our 7<sup>th</sup> Annual Holiday Craft Fair is a unique, two-day, early holiday season shopping event that helps you build your business while **supporting the Centennial High School Band**.

## Advertising

We have a comprehensive advertising campaign planned including, **at a minimum**, press releases to local & regional media (newspapers, radio & TV stations); a network of online website and social media saturation, collaborative efforts with community groups and businesses to display our event posters; and, finally, in the immediate weeks leading up to the show we will have outdoor signage around the community.

We also have some exciting plans to ensure our shoppers have no trouble finding the Holiday Fair and your booth!

## Fees and Deadlines



There are a variety of booth spaces available. Applications may be completed online or on paper and sent, with full payment, by October 15, 2019 to avoid a late fee. Your registration fees provide you with booth space, but you must provide all tables & chairs.



Booth Fees	Additional Fees
<ul style="list-style-type: none"><li>\$100 for a standard 10 x 10 booth</li></ul>	<ul style="list-style-type: none"><li>\$25 – Electricity (Please only take electricity if needed)</li></ul>
<ul style="list-style-type: none"><li>\$150 for a 10 x 10 corner booth</li></ul>	<ul style="list-style-type: none"><li>\$25 – Late fee for payments postmarked after October 15th, 2019 (No Applications will be accepted after Nov. 1<sup>st</sup>)</li></ul>
<ul style="list-style-type: none"><li>\$50 for table spaces</li></ul>	<ul style="list-style-type: none"><li>\$25 – Cancellation fee</li></ul>

We will allocate booth space on a first-come, first-serve basis so you will be served best by completing your application quickly. We do however reserve the right to limit the number of direct sales type vendors. Once booth spaces fill up we will start a waiting list but cannot guarantee placement. If you must cancel, we will refund a portion of the fee if you cancel before October 15, 2019. Cancellations received after the October 15<sup>th</sup> deadline will not be eligible for a refund.

## Schedule

Friday – November 15<sup>th</sup>:

- Set up will be from 3:30pm-5:30pm
- Booths must be set up and ready by 5:30pm
- Doors open to public at 6:00pm and remain open until 9:00pm.

Saturday – November 16<sup>th</sup>:

- Doors will open to vendors at 9:00am
- Doors open to public at 10:00am and remain open until 5:00pm
- Break down will be from 5:00pm to 7:00pm

## Silent Auction

As part of your participation in the fair each exhibitor must donate one silent auction item. The donation must represent the items being sold in that booth and have a minimum value of \$25.00. We will clearly label each item with your name & location of your booth.

## Student Participation

One of the unique aspects to our fair is the active participation of the students enrolled in the Centennial High School Band & Ascension Color Guard. These committed young people will be there to help you unload your vehicles and bring your products & setup materials in to the venue. They will be greeting our shoppers and entertaining everyone with music throughout the event. Periodically it may get loud in the gym with our band playing live music. This is part of our craft fair and your application acknowledges in advance that you understand this.

## Event Coordination

Our event is being coordinated this year by a team of parents and grandparents. Our Vendor Coordinator is Janelle Vasquez and she can be reached at (575) 202-4133 (text is ok). The event email is [centennialholidayfair@gmail.com](mailto:centennialholidayfair@gmail.com). Once your registration is finalized you will receive a confirmation email and we will follow up two weeks from the event with a detailed exhibitor packet. Please call or text Janelle or email us if you have any questions or concerns.

**We look forward to seeing you and are committed to ensuring the best possible opportunities for your business!**

# 2019 Holiday Craft Fair

November 15<sup>th</sup> and 16<sup>th</sup>, 2019

**APPLICATION MUST BE COMPLETED AND MAILED WITH PAYMENT FOR FULL AMOUNT DUE**  
 Please fill out this form carefully (the grey fields are mandatory).

EXHIBITOR APPLICATION & INFORMATION		
<b>Business Name:</b>	<b>Address:</b>	<b>Primary Contact:</b>
<b>Email Address:</b>	<b>Primary phone:</b>	<b>Backup phone:</b>
<b>Webpage :</b>	<b>Alternative Contact:</b>	<b>Fax phone no.:</b>
<b>Description of products:</b>		

REGISTRATION/PAYMENT INFORMATION					
Booth Size (check one):	Need electricity?	Registering after 10/15/19?	Total Due:	Total Paid:	Paid by (check one)
<input type="checkbox"/> \$100 -Single 10x10 <input type="checkbox"/> \$150 -Corner 10x10 <input type="checkbox"/> \$200 -Double 10x20 <input type="checkbox"/> \$250- Double Corner 10x20 <input checked="" type="checkbox"/> \$50- Table Space Only Booth	<input type="checkbox"/> Yes - \$25 <input type="checkbox"/> No	<input type="checkbox"/> Yes - \$25 <input type="checkbox"/> No			<input type="checkbox"/> Cash/Check <input type="checkbox"/> PayPal

I acknowledge I have read, understand and will comply with all the Market rules. I will not hold the CHS Band Parent Association, their representatives or the Las Cruces Public Schools liable for any claims that would or may be made regarding accidents, injury, loss of property, or loss of income arising from my application to, acceptance to, rejection from, and/or participation in this fair.

I understand that the CHS Band Parent Association reserves the right to reject any application for any reason.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If <b>paying by check or money order</b> , make your check payable to CHS Band and put the name of your business in the Memo of the check. Mail your check and completed registration form to:	CHS BAND P.O. Box 16481 Las Cruces, NM 88004
If <b>paying by PayPal</b> go to the following website & follow the link: <a href="http://www.centennialband.net/">http://www.centennialband.net/</a> . At the bottom of the page is a link for students to pay class fees using PayPal. You can follow this link to PayPal and enter the total amount due into the donation field and log into your PayPal account. Once logged in please put the name of your business in the "Students Name" field and submit your payment. You can email, fax or mail your completed form.	
Please feel free to contact us at any time at the address listed above or by phone (text is ok) at (575) 202-4133, Email at <a href="mailto:centennialholidayfair@gmail.com">centennialholidayfair@gmail.com</a>	

