

# Riverbend HS FBLA Craft Fair Registration Form



**When:** Saturday, November 6<sup>th</sup>  
9:00 am - 2:00 pm (setup starts at 7am)

**Where:** Riverbend High School  
12301 Spotswood Furnace Road  
Fredericksburg, VA 22407

## Registration:

Minimum \$30 donation  
per 8'x 8' space

*(Checks payable to Riverbend High School FBLA  
or pay online)*

Business Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Website/Social Media: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_ (home/cell)

Type of product(s):

- |   |                                   |                                      |
|---|-----------------------------------|--------------------------------------|
| <input type="checkbox"/> Handmade                           | <input type="checkbox"/> Jewelry  | <input type="checkbox"/> Woodworking |
| <input type="checkbox"/> Décor                              | <input type="checkbox"/> Glass    | <input type="checkbox"/> Pottery     |
| <input type="checkbox"/> Fabric Art                         | <input type="checkbox"/> Clothing |                                      |
| <input type="checkbox"/> Direct Sales (Company Name): _____ |                                   |                                      |
| <input type="checkbox"/> Other: _____                       |                                   |                                      |

Electric and wall spaces are limited, indicate need: **Electric** - Yes / No **Wall** - Yes / No

**Crafters & Vendors must provide their own table; however, chairs will be available.**

**Registration forms and payment must be received by Thursday, October 26<sup>th</sup> to:**

Riverbend High School FBLA  
Attn: Malinda Hogan  
12301 Spotswood Furnace Road  
Fredericksburg, VA 22407

Or fill out the form online at <https://forms.gle/122XFDfd1PYB9Vsd9> and mail payment or pay online through the RHS webstore ([https://webstores.activenetwork.com/school-software/riverbend\\_high\\_school/index.php?l=product\\_detail&p=407#.YUR7b7hKiUk](https://webstores.activenetwork.com/school-software/riverbend_high_school/index.php?l=product_detail&p=407#.YUR7b7hKiUk)). Click the craft fair link.

Please note that there is a 5.5% nonrefundable fee for online payments.






By completing and signing this application, you are certifying that you have read and agree to the attached terms and conditions.

**Printed Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

Thank you for your interest in the RHS FBLA Craft Fair. Your registration will be confirmed by email within two weeks of the time receive it. For more information or questions, email Malinda Hogan, FBLA Adviser, at [mhogan@spotsylvania.k12.va.us](mailto:mhogan@spotsylvania.k12.va.us).

# Riverbend High School FBLA Craft Fair

## *Terms and Conditions*

- 1. Setup/ Break Down:** All Exhibitors must be set by 9:00 am the day of the Craft Fair. Exhibitors may begin setting up at 7:00 am the day of the fair. Break down must be completed by 3:15pm. Sellers are responsible for their selling spaces. \*Before leaving, be sure your area is clean and trash-free.
- 2. Staffing:** Exhibitor tables/ booths must be manned at all times and intact until show closes at 2 p.m. Riverbend High School and Riverbend FBLA are not responsible for merchandise or display materials.
- 3. Exhibitor Items:** Riverbend HS and Riverbend FBLA reserves the right to have items removed that are considered not appropriate. No open flames, profanity, weapons, tobacco or alcoholic items/references, or suggestive material are permitted.
- 4. Exhibitor Responsibilities:** Exhibitor will be fully responsible for any loss or damage to his or her property by theft, fire or casualty. Riverbend High School expressly disclaims any responsibility for same. Exhibitors shall be responsible for any damage which may be incurred to the facilities as a result of or in connection with its operation. Each exhibitor is responsible for the conduct of his employees and/or representatives, and activities must not detract from the image or welfare of the fair.
- 5. Exhibitor Spaces:** Exhibitor spaces will be assigned. Placement, flow and competition will be taken into consideration to provide the best experience for fair attendees. If you have special space needs, please include your request with your application and we will make every effort to accommodate you. Spaces are reserved on a first-come first-served basis. Vendors must ensure that none of their display equipment extends beyond the space they have booked; this includes any rails, stands or additional equipment.
- 6. Direct Sales:** No more than two vendors from each direct sales company will be allowed. Spaces are reserved on a first-come first-served basis.
- 7. Acceptance:** Riverbend High School FBLA reserves the right to decline any application for space if it deems such action to be in the best interest of the Craft Fair.
- 8. Payment:** The full payment is a non-refundable registration fee for the selected space and is due with the submission of this application. If for some reason the fair must be cancelled due to circumstances beyond our control (such as building shut down due to Covid), a refund will be issued minus the online transaction fee as that is non-refundable.
- 9. Electricity:** Electricity will be available as a first-come, first-served basis as electricity is not available at all areas; however, preference will be given to vendors that require it for the display of goods sold. Outlets are NOT guaranteed. Extension cords are not included in the fee and must be provided by the exhibitor.
- 10. Music:** Music will be provided throughout the space.
- 11. Tables & Chairs:** Each Exhibitor must furnish his or her own tables and stands. Chairs will be available.     
- 12. Cancellation of space:** Application fees are not refundable. Riverbend HS FBLA is not liable if weather or other conditions prevent the Exhibitor from attending and fulfilling the contractual obligation as an Exhibitor. No refunds will be made for weather, accident, health or other causes for non-participation. Spotsylvania County Schools reserves the right to cancel events due to inclement weather. In the event that this happens, refunds will be issued to vendors that are unable to attend the makeup date.
- 13. Indemnification:** Exhibitor agrees to indemnify and hold harmless Riverbend High School FBLA or Riverbend High School from and against any loss, expense, claims, damages, causes of action, injuries, suits or damages, suits to person or property, including attorney's fees, arising out of or related to the operation of the Exhibitors at the Riverbend HS FBLA Craft Fair.