

Lewis Central Band (Fall) Craft Fair

Guidelines and Rules

*******Please Read Carefully!*******

All reservations must be paid for in full by check or money order. WE CANNOT ACCEPT CASH.

Please return the enclosed form today. All Applications are first come first serve, to guarantee your space return as soon as possible. All applications should be completed in full and must be accompanied by full payment. Incomplete applications will be returned to the sender. No reservations will be made until the full payment is received. If you want a table please order it and pay for it now. Please read your application carefully and make sure you send the right amount.

****Food is permitted with Department of Health licenses only. ****.

Reservations are limited to four spaces if available.

The display of merchandise must be contained within your 8ft. by 5ft. booth space plus 2 ft. empty walkway. (Neither side of your display may block your neighbor's exit from their space.) Walkways must be 10 ft. wide and cleared at all times. Booths cannot be allowed to extend into aisles or adjoining space. NO ELECTRICAL CORDS may be run to booths, which are not along the walls. This means we can not have cords across the aisles. No flames under any circumstances (this means no candles, or lamps are to be lit). No smoking on school property. **These are fire code regulations.** If you violate any of these safety rules you may not be permitted to participate in the Craft Fairs at Lewis Central.

SET UP: 5:00-8:00 p.m. Friday and 7:00-9:00 a.m. Saturday

HOURS: All booths should remain open between 9:00 a.m. and 4:00 p.m. If you do not show up, or if you leave early you will not be permitted to register the next year.

TAXES: The state of Iowa requires you to collect and pay sales taxes. There are forms available on the tax.iowa.gov website. We are required to submit your name to the state.

REFUNDS: The registration fee will be refunded to anyone who cancels 30 days prior to craft fair date. After that date no money will be refunded under any circumstances. If you need to cancel at any time please call and let us know so that we can fill your spot. If you do not call you will not be permitted to register next year, we have crafters waiting for spaces and we don't want empty spaces. Please call 712-366-8500 (please leave a message and they will return your call) if you need to cancel or if you have questions or concerns. Refunds will be sent after the craft fair.

If you need to write please address to:

Lewis Central Craft Fair, 3504 Harry Langdon Blvd. Council Bluffs,
Iowa 51503. Please make all checks payable to Lewis Central Band. Craft fair phone number is 712-366-8500 (please leave a message and they will return your call) or e-mail address LCcraftfair@hotmail.com.

You will receive a confirmation of your original registration form 2 month prior and another as soon as booths are finalized 1 month prior. Please read your confirmation and check it for accuracy and familiarize yourself with the regulations.

PLEASE KEEP THIS FORM FOR YOUR RECORDS OR IF YOU NEED TO CONTACT US.

It is the policy of the Lewis Central Community School District not to illegally discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's Equity Coordinator, Laurie Thies, Special Populations Coordinator, 1600 E. South Omaha Bridge Road, Council Bluffs, IA 51503, 712-366-8311 lthies@lewiscentral.k12.ia.us

If you are a person with a disability who requires reasonable accommodations in order to participate in this program; please contact 366-8311 no later than 24 hours in advance to discuss your needs.