

**FAQs**  
**Howard Howard High School**  
**Arts, Crafts & More Show**  
**October 5, 2019**

**HOW DO I REGISTER FOR THE HOWARD HIGH SCHOOL EVENT?**

Interested vendors can apply online only by going to the Vendor Resources page on our website, <http://www.howardlionspride.org/arts-crafts--more-show.html>. Spaces are granted on a first-applied basis to qualified vendors. HHS Arts, Crafts & More Show and Lions' Pride do not guarantee booth space to vendors and reserve the right to refuse or remove any vendor whose products or activities do not meet their standards for this event.

**WHAT ARE THE SIZES OF BOOTH SPACES?** Booth spaces are approximately 8'x 8' and will be in either the cafeteria, cafeteria atrium, cafeteria hallway. An outside atrium will be available if weather permits (these spots will not be assigned). Vendors may elect to move outside. Space will be provided to get in and out of your booth. Booth

**WILL ELECTRICITY BE AVAILABLE?**

A limited number of spaces will have electricity available at an additional cost of \$5. These will be granted on a first-applied basis. Please provide your own extension cord.

**CAN DIRECT SALES VENDORS APPLY?**

Yes. Please describe your products on the application. Spaces are available on a first-applied basis and duplicate companies will not be allowed. We reserve the right to allow one direct sales vendor per product line or deny vendors that are not appropriate for our event.

**DO YOU HAVE A WAIT LIST?**

We will compile a wait list if the event is sold out, and notify vendors on a first-applied basis should a space become available.

**HOW DO WE PLAN ON ADVERTISING THE EVENT?**

Our event will be marketed throughout the school and community; posted on various related event websites; on social media; posted on the Howard High School and Lions' Pride websites; and in local publications. Vendors are asked to share the event with friends, neighbors, and their followers on social media as well.

**I AM UNABLE TO ATTEND THE EVENT. CAN I GET A REFUND?**

No refunds will be issued. Lions' Pride is a non-profit organization and you can record your application fee as a donation. Your donation will go to supporting student events and athletics programs at Howard High School.

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### **WHAT DO I NEED TO BRING FOR SET UP?**

Vendors must bring their own tables, chairs, and any other set up equipment/furniture required for their booth. Vendors may bring dollies for loading and unloading their materials. If you paid for a booth with access to electrical outlets; vendors are required to bring their own extension cords and to position the cords out of foot traffic. Only blue painters tape will be allowed on the floor.

### **DO I NEED MY APPLICATION WHEN ARRIVING FOR SET UP?**

No. We will provide a site map and your booth number in advance of the event. Upon arrival, please go directly to your booth. If you have questions, you may go to the Information Table, which is located just inside the cafeteria hallway lobby.

### **WHEN DO DOORS OPEN FOR SET-UP?**

Doors open for set up no earlier than 7:30 am Saturday morning. It is critical that vendors do not enter the school for any reason before 7:30 am. Set up must be completed by 9:30 am.

### **WHEN DO DOORS OPEN TO THE PUBLIC?**

The event is open to the public from 10 am to 3 pm.

### **IS FRIDAY SET UP AVAILABLE?**

Unfortunately, no, Friday set up is not available. We cannot be responsible for any items left at your booth overnight.

### **HOW DO I KNOW WHAT ENTRANCE TO ENTER FOR LOADING/UNLOADING?**

On the day of the event, volunteers will be on site to direct vendors where to unload and park. There is a loading dock near the cafeteria entrance on the **far left side** of the school (around the corner). There is also an entrance on the left front of the build but there are some stairs going up to the entrance. Dollies maybe used for loading and unloading your materials. Detailed information will be sent to vendors prior to the event.

### **CAN SOMEONE HELP ME LOAD/UNLOAD MY VEHICLE?**

Yes, we have volunteers to assist you in unloading your equipment, furniture and wares. Dollies maybe used for loading and unloading your materials.

### **WHERE CAN I PARK AFTER UNLOADING?**

After your vehicle is unloaded, it should be moved to the Parking Lot B, which is to the right of the school building. Parking Lot A in front of the school is reserved for visitors attending the event so they can park closer to the entrances. Thank you for your cooperation.

**IS INTERNET ACCESS AVAILABLE?**

Vendors will have access to the school WiFi only as a guest to HCPSS. This service isn't guaranteed to be reliable. We encourage vendors to come with back-up battery power for their cell phones/equipment and be aware of how to use the offline setting on their credit card readers, if necessary.

**WHAT TIME DOES THE FAIR OPEN TO THE PUBLIC?**

Our event opens to the public promptly at 10 am.

**WILL CONCESSIONS BE AVAILABLE DURING THE EVENT?**

Yes, the Lions Pride will be operating an indoor concession stand with food and drinks for sale.

**WHAT IF SOMETHING IS STOLEN FROM ME?**

The event sponsors are not responsible for lost or stolen items. If you believe you are the victim of a theft, please notify the Event Coordinator, who will contact the proper authorities to resolve the issue. **As a Vendor you acknowledge you agree to hold harmless Howard High School, the Lions' Pride, the State and County School System, all volunteers, workers or any person, authority or sponsor of this event for any claims, liabilities, demands, damage, loss, cost and expense of any kind arising out of my participation in this event as outlined on the Application.**

**CAN I GET CHANGE FROM CONCESSIONS?**

Vendors should come with ample cash/change and ALWAYS secure personal electronics/cash boxes. Lions' Pride will not have any change or cash for vendors.

**WHAT TIME DOES THE EVENT END?**

The **event ends** at 3 pm. No breakdown of vendor's space before 3 pm. Vendors must begin breaking down and prepare for loading their vehicles through the same entrance door where they entered during morning set up. **Break down** is 3 pm to 4 pm. All vendor materials should be totally cleared from premises by 4 pm. Any items left behind will be discarded so please check your area before leaving.

**WHAT IF I SELL OUT OF ITEMS?**

Vendors should be prepared to have adequate supplies and products throughout the event. Any vendors who sell out of items must remain until the end of the event. No vendor shall breakdown before 3 pm.

**WHAT DO I DO IF I HAVE AN EMERGENCY?**

For any health related emergency, dial 911. If you need to leave because of an emergency, please find or call Janet Drnach at 443-860-1194 or one of the other event volunteers immediately to alert her and advise them of your emergency and your plans to breakdown your space. Refunds are not provided to vendors who request to leave the event early due to a qualified emergency.