

## Acceptance to Show

You will be sent an email stating your booth number after July 30th.

No acceptance cards are mailed.

Your cancelled check is your receipt. If your check is cashed you have been accepted.

## Show Setup/ Teardown

- NO Friday setup
- Setup starts at 6:30 am, Saturday
- All vendors must be done setting up by 8:00 am. No-shows– Booths will be reassigned at 8:00 am. Failure to comply and you will be excluded from future shows.
- Loading/Unloading
- Unloading is at the cafeteria parking lot. DO NOT park in fire lanes
- Loading/unloading assistance may or may not be available
- Compliance with local safety codes. All displays, belonging and inventory must be kept within assigned booth.
- Vendors closing booths before 4:00 pm will be excluded from future shows

### Contact Information:

Questions: [stpiuschristmascraftshow@hotmail.com](mailto:stpiuschristmascraftshow@hotmail.com)

Phone emergency; 505-797-0451

Coordinators: Celina, Lucy, Sandra

## Advertisement for Show

- Billboard, newspaper, flyers, FACEBOOK St Pius (NM) Christmas Craft Show
- Flyers will be emailed to all vendors to advertise show
- Flyers available on [www.bigbadbearband.com](http://www.bigbadbearband.com)
- FACEBOOK users LIKE us on FACEBOOK

## Other Information

- Smoking is PROHITIED anywhere
- Credit Card machines can be used if electricity is purchased
- NO Wifi available, NO ATM, NO floor plan

## Cancellation

- No refunds 30 days before show.
- NO refunds for inclement weather.
- Refunds before 30 days will be sent 30 days after show
- Cancellations will be excluded from future shows mailing list.

## Fire Safety Issues– New Rules

Fire Department Inspection

Craft Show coordinators reserves the right to remove any vendor if any safety rules are not followed.

All vendors MUST comply with the Fire Inspector instructions, failure to cooperate may result in removal from show.

Exhibit booths shall be constructed of noncombustible or limited combustible materials, or treated with a flame retardant.

Table Clothes- Nylon, plastic and other plastic material which cannot be made flame retardant is prohibited.

NO CANDLES, NO OPEN FLAMES

Storage of combustible materials behind booths, compressed flammable gases, or combustible liquids are prohibited,

**Electricity**-Extension Cords: ONLY three-prong grounded extension cords allowed.



3-prong extension



Power strip

**Single Use of Cord:** extension cord into wall , cord into your device ie lamp

CANNOT be– extension cord into wall, then extension cord into another cord then into your device ie lamp

**Multiple use:** Power strip into wall then your electrical devices into power strip ie lamp, calculator,

CANNOT be–extension cord into wall, then power strip, then your electrical devices ie lamp, calculator.

CANNOT be– extension cord into wall then power strip then extension cord then your electrical device ie lamp

Incorrect



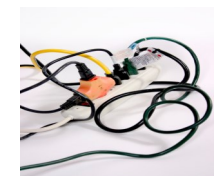
Correct



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Incorrect



# Vendor Information

## St. Pius Fine Arts

### Christmas Craft Show

Dec 2012

#### Location:

St. Pius High School  
5301 St. Josephs Dr NW  
Albuquerque, NM

The St. Pius Christmas Craft Show is sponsored by the Fine Arts Department.

Please read this pamphlet. Most vendor questions are addressed in this pamphlet. Otherwise you can reach us by sending us an email.

## History

The St. Pius Christmas Craft Show is a juried event. The holiday show was created in 2012, and has 150 booths. The Christmas show is held on **the second Saturday of December and focuses on Christmas shopping.**



## Who can participate?

The focus is on hand-made items.

- All items for must be the exhibitor's own work/or family member.
- NOT ACCEPTED-Factory made items, items representing only minor rework, or foreign goods or products are not acceptable.
- NO Distributors allowed
- No information booths
- Crafts categories are limited
- Food items must be approved by coordinator and a food permit by the City of Albq (or city of residence )is required. NO EXCEPTIONS.

## Applications

- **Holiday applications are MAILED in May/June.** If you participated in the previous show.
- **If you did not participate in a prior show. Applications are available via email.**
- Vendors are invited to participate in future shows

Email:

[www.stpiuschristmascraftshow@hotmail.com](mailto:www.stpiuschristmascraftshow@hotmail.com)

Mailing: St Pius/Craft Show

8011 Wyoming Blvd M4, Box 432

Albuquerque, NM 87113

**DO NOT MAIL THE APPLICATION TO THE SCHOOL**

## Registration

- **Holiday**– registration fee \$75.00 per booth. Electricity \$20, Late Fee: \$10.00
- Electricity Request– ARE LIMITED
- Applications must be postmarked according to application information. After the due date applications are placed on a waiting list.
- Incomplete applications– missing photos, signature, or payment will be returned. All incomplete applications will be placed on waiting after corrections are made.
- All applications REQUIRE PHOTOS. ONE (1) photo will remain with the application. Additional photos will only be returned if a self addressed stamped envelope is provided.

## Booths

- Sizes– 10 ft x 6 ft,
- NO tables provided, chairs, display materials
- Booths are pre-assigned and not negotiable
- Booths can be reassigned the day of the show
- One space per exhibitor
- Oversized booth must be prearranged 1 year in advance. DO NOT request unless arranged.

## Silent Auction

All vendors MUST donate 1 item per booth, value \$15.00+ which represents what is being sold

Items must be ready at 7:30 am/8:00 am for pick up. Items are tagged with vendor name/booth

**DO NOT MAIL SILENT AUCTION ITEMS. THEY WILL NOT BE USED NOR**

**RETURNED**