

Governing Rules and Regulations

All Vendors accepted for Saints and Snowflakes 2014 are to be held to the rules as follows:

1. All applicants need to return a completed application form with payment in full, payable to the address below. *This will secure your booth space.*

Christian Academy of Louisville Southwest PTO

8307 St. Andrews Church Road

Louisville, KY 40258. This will secure your booth space.

2. The vendor agrees to release any member of the Saints and Snowflakes 2014 Committee and/or its employees and volunteers of any and all liability, loss or damage to the property or persons of the applicants from theft, breakage or any other cause during the terms of this agreement. It is understood that CAL-SW shall be under no obligation to provide insurance to cover any related risks. Vendors are liable for any damage to walls, doors and floors caused by themselves, their representatives and or their equipment. **Placement in Gym will be decided by the Saints and Snowflakes committee.** Booth arrangement is by design to best benefit all products in the room and their allotted space.
3. The vendor agrees to observe and comply with all fire regulations as directed by the City of Louisville and Christian Academy of Louisville Saints and Snowflakes 2014 Committee. Vendors may not cover exit doors in any way.
4. No items will be accepted with **profanity, alcohol or defamatory material.**
5. Vendors will be required to provide their own table and chairs. All displays must fit within the allotted space (8x8 booth) the vendor is provided. Only one vendor allotted per space.
6. The Saints and Snowflakes Committee will provide access to the vendor area for the purpose of setting up booths Friday, 11/14 between the hours of 4:00 PM and 7:00 PM, and Saturday, 11/15 between the hours of 7:30 AM and 9:30 AM.
7. Saints and Snowflakes will be held inside the Gym and outside beside the gym located at the Christian Academy of Louisville Southwest School, 8307 St. Andrews Church Road, Louisville, KY 40258. The hours of operations for Saints and Snowflakes will be: Saturday, 11/15 from 10:00 AM to 2:00 PM. **All vendors are to remain set up and operational during the event hours.** Vacating of the building or outside lot must be completed between 2:00 PM and 3:00 PM Saturday, 11/15/2014.
8. The Saints and Snowflakes Committee reserves the right to cancel or otherwise abandon the event at any time before the opening day without liability to the vendors. Should this become necessary, all deposits will be refunded within 30 days.
9. Unfortunately, we **cannot provide electricity** this year due to limited capacity.



Christian Academy Southwest PTO
8307 St. Andrews Church Road
Louisville, KY 40258

Contact
Megan Lusiak
m_lusiak@yahoo.com
(502) 345-4808

2014 Vendor Application Form

Vendor Name: _____

Business Name (for program) _____

Address: _____

City _____ State _____ Zip _____

Phone _____ Cell _____

E-mail _____

Web Site _____

<u>Size</u>	<u>Price</u>
8X8 Booth.....	\$50.00

**We also ask that you donate an item for our silent auction.
This may be a tax-deductible donation.**

All checks are payable to:

Christian Academy of Louisville Southwest PTO

Must be received by Friday, October 31st, 2014

Important: To avoid duplication of products, we request that you either include pictures with your submission or email them to Megan Lusiak at m_lusiak@yahoo.com In case of duplication, we will notify you no later than November 7th, 2014, and will refund your admission fee. Duplicate products will be admitted on a first come, first serve basis.

Please give a brief description of your products.

Signature _____ Date ____/____/____

My signature confirms my acceptance of and compliance with the rules and regulations governing the Christian Academy of Louisville Southwest 2014 Saints and Snowflakes. Mail application to:

Christian Academy of Louisville Southwest
Attn: 2014 Saints and Snowflakes
8307 St. Andrews Church Road
Louisville, KY 40258