



LEE'S SUMMIT CARES
ATTN: HOLLY FESTIVAL
901 N.E. INDEPENDENCE AVENUE
LEE'S SUMMIT, MO 64086
www.lscares.org



A community working together to support the Lee's Summit D.A.R.E. program

HOLLY FESTIVAL GUIDELINES

1. Exhibitors may sell only quality, handcrafted items. **NO manufactured items, imported items, carnival items, or food items are to be sold.**
2. Exhibitors need to have a valid Missouri Sales Tax license or an exempt from sales tax if over 55. No sales tax tables will be provided.
3. By order of the Fire Marshall there may not be any lighted materials (open flames) in booths.
4. Each exhibitor is to donate an item valued at \$20 or more. These items will be given away as door prizes throughout the Holly Festival.
5. Electrical spaces are very limited. They are on a first come basis. Ask for it on your application if you would prefer to have it.
6. There will be no refunds after July 15, 2016. Booth spaces are non-transferable.
7. Exhibitors may set up on Saturday, November 12th. Bernard Campbell Middle School doors will open at 6:00 a.m. on Saturday, November 12th and at 9:00 a.m. on Sunday, November 13th
8. The Holly Festival craft fair hours are 10:00 a.m. – 4:00 p.m., Saturday, November 12th and 11:00 a.m. – 3:00 p.m., Sunday, November 13th.
9. Except for emergencies, exhibitors are asked to stay open till the close both days. Please do not begin to take items down until Sunday after 3:00 p.m.
10. The safety of the public must be considered at all times when displaying your merchandise.

11. Exhibitors must leave space to exit their booth and not block the exit of the booth beside them.
12. Tables are to be covered to the floor. Boxes need to be hidden from view.
13. Exhibitors may not attach anything to the walls. Only free standing displays may be used. The gym floor will be covered. We ask that exhibitors use caution when setting up and removing your displays.
14. Collection of sales tax is the responsibility of each exhibitor. Tax charts and reporting forms will be provided in your registration packet. We send in the names of participating crafters to the state no later than ten days after the show.
15. Bernard C. Campbell Middle School is a smoke free environment. Please refrain from smoking or chewing tobacco on the school premises.
16. No one will be allowed to park behind Bernard Campbell Middle School for any reason. Officers will issue tickets for violators.
17. A shuttle service will be provided by the D.A.R.E. officers from the gym entrance to the exhibitor parking lot (Underwood Elementary parking lot) and back prior to opening and after closing. It is important to leave the parking lot near the gym entrance available for the shoppers at all times.
18. A concession stand and bake shop will be open both days.
19. The Lee's Summit CARES and the School District cannot be held responsible for accidents or items lost or stolen.
20. Please keep in mind the Holly Festival is a fundraising event for the D.A.R.E. program. All the work put forth to organize the Holly Festival is provided by volunteers looking to improve the quality of life for their children.