



Holiday Craft Fair at LEAP

Registration Form

Saturday, Dec. 5th, 2009

Registration Deadline: November 6, 2009

LEAP Community Center Gym
31 Jefferson Street, New Haven, CT 06511 (located behind Kiddie Korner)

100% of proceeds from Registration Fees go to LEAP, Inc. Customer sales go directly to vendors.

Free admission to public, 10:00 am – 4:00 pm.
Vendor set-up begins at 8:00 am. Lunch provided for vendors.

Vendor name/Craft Business name: _____

Type of craft/goods: _____

Person(s) who will be manning the booth: _____

Mailing address: _____
Street City, State Zip

E-mail: _____

Website: _____ Phone: _____

Please check one:

____ 8 x 4 floor space *with no table* (bring your own): **\$25.00**

____ Smaller space with a 3-foot round table: **\$30.00**

____ 8 x 4 floor space with a rectangular table: **\$35.00**

Please mark your 1st choice*

_____ 8 x 2 table

_____ 6 x 2 table

_____ 5 x 2 table

____ \$5.00 extra for electrical access

Vendors are asked to donate an item for a Tea-Cup Raffle;

all proceeds benefit LEAP. Please list the value of your donated craft: _____

Return this form to:

LEAP; Att: Wendy DeLucca
31 Jefferson Street, New Haven, CT 06511
www.leapforkids.org
203.773.0770

**Make checks payable to:
LEAP, Inc.**

You will receive a receipt.

**All vendors will be provided with metal
folding chairs.**

Please note that we **cannot guarantee your
1st choice table size. Please understand that
this Craft Fair also serves as a fundraiser,
and no refunds will be given due to table size
assignment. Your receipt will include your
assigned table size.*

LEAP is an academic and social enrichment program for children and youth, ages 7 to 23. Our mission is to develop the strengths and talents of young leaders who create and implement year-round, community-based programs designed to achieve positive academic and social outcomes for children living in high poverty urban neighborhoods. LEAP is an AmeriCorps program.

Contractual Agreement

Leadership, Education and Athletics in Partnership (LEAP):

- LEAP agrees to allow the vendor use of the space (8am-5pm on Dec. 5, 2009). This *includes* time to set up and clean up.
- LEAP agrees to ensure that the space is in adequate condition and all necessary staff and equipment are made available at the time of rental.
- LEAP will refund 100% of the fee should we cancel the event.
- LEAP will not refund the vendor should he/she decide to cancel their participation after signing this contract.

Vendor:

- Vendor agrees to pay LEAP by Nov. 6, 2009.
- Vendor assumes all responsibility should he/she sustain any injury due to his/her negligence or the guests' negligence.
- Vendor agrees to reimburse LEAP for any damaged property.
- Vendor agrees that he/she and any other individuals manning the booth must adhere to LEAP's Code of Conduct or they will be asked to leave.
- Vendor agrees to leave each area in the condition in which he/she received it and on time. *Confetti and helium balloons are prohibited.* [Should the rented area not be vacated at the agreed upon time and require additional cleaning, the Vendor will assume a penalty cost].

Code of Conduct

Keep in mind, this is LEAP. We have very high expectations regarding behavior.

- All must be respectful of self, staff, participants, LEAP's guest(s) and property
- Participants must confine themselves to the assigned area
- Please dispose of trash
- No yelling or running in the building
- Cursing (including the "Nö" word) is not permitted
- No congregating in front of the building
 - Once your scheduled event(s) are complete you must leave the premises
- Malicious physical contact and/or fighting is not permitted
- No sexual misconduct permitted
- No drugs, alcohol, cigarettes, or weapons (of any sort) permitted on LEAP property
 - No discussion of the aforementioned is permitted
- Please be courteous of our neighbors
 - Don't park in their driveways
 - Keep your voice down when entering/exiting the building

Violation of LEAP's Code of Conduct may result in suspension or expulsion from LEAP's facility. Any illegal activity will be reported to the proper authorities.

I, _____, agree that my booth staff and I will conduct ourselves in a manner in line with **LEAP's Code of Conduct**. Furthermore, I understand that should I be suspended or expelled from the facility no portion of my rental fee will be refunded. I hereby release from liability and hold harmless LEAP, and any of its employees or agents. This release is for any and all liability for personal injuries (including death) and property losses or damage occasioned by, or in connection with any activity or accommodations for this event.

All parties signing below are in agreement with the aforementioned **Contractual Agreement** and **Code of Conduct**.

Vendor

Date

Wendy DeLucca, Dir. of Curriculum, LEAP

Date

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