



SugarPlum Holiday Fair

Saturday, October 28, 2023
9:00 am – 3:00 pm

Lutheran High School
5555 S Arlington Ave
Indianapolis, IN 46237

finearts@lhsi.org • 317-787-5474 • www.lhsi.org



Applications will be accepted March 1 through October 13, 2023

Early Registration September 4 -application and money must be received by 9-4-2023

Booth Space: \$45 for 10' x 10' in the gym or 5' x 20' in hallway.

\$35 for a 5' x 10' in hallway.

Applications turned in after September 4 –

Booth Space: \$55 for 10' x 10' in gym or 5' x 20' in hallway

\$45 for 5' x 10' in hallway.

Limited number of booths are available with electricity for additional \$5. Two chairs per booth will be provided.

You must supply your own display items: including tables, table coverings, and extension cords.

Only one vendor per booth.

All booth requests filled first-come, first-served by postmark. We reserve the right to accept or reject any application. Please include a picture or two with your application.

We must receive applications and payment to reserve your booth by October 15.

Set up time: Saturday, 6:00 – 8:00 am.

Tear down time: 3:00pm, (not before)



Raffle:

We ask ALL of our vendors to participate. This has been a huge help to our Fine Arts Department. We are asking for an item or items that are approximately \$20-\$25 in value. We love displaying your items and having fun watching our guests purchase tickets with a chance to win your item. We appreciate your creativity and support in making this raffle a success.

Concessions:

We provide a menu and order form in your welcome packet. Please fill the order form and pay for your order by 9:00am. We will be happy to deliver your order to you at the time you have requested on your form.

Acceptance:

You will receive an acceptance email, when we have accepted you as a vendor. The week of October 23 you will receive your booth space number, map, and any additional instructions needed. **Returning vendors will keep their booth space from the previous year as long as your application is received prior to Sept. 4.** After Sept. 4, your booth is not guaranteed...this includes Direct market sales.

Contact:

If you have any questions or concerns, please feel free to contact: Lori Wright

Phone: 219-895-1543

Email: Finearts@lhsi.org

In the event that you need to cancel, we will be happy to send you a donation letter. We will not be issuing any refunds.

All proceeds to benefit the Lutheran High School Fine Arts Booster Club.

You are expected to remain set up until 3:00 pm **Please no early take down.**



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Name: _____ Business Name: _____

Address: _____

Phone: _____ Email: _____

Website: _____ Facebook: _____

What are you selling in your booth? (We may request pictures.) _____

What item (valued at \$25 or more) are you willing to donate for a raffle to help our Fine Arts department? \$25 _____

How did you hear about us? _____

Before Sept. 4

Booth Size: 10' x 10' or 5' x 20' (\$45) _____ 5' x 10' (\$35) _____ Electricity (\$5) _____

AFTER Sept. 4

Booth Size: 10' x 10' or 5' x 20' (\$55) _____ 5' x 10' (\$45) _____ Electricity (\$5) _____

I, the undersigned, hereby release Lutheran High School from any and all liability that may arise from loss or damage to person or property of the undersigned while participating in the SugarPlum Holiday Fair.

Signature: _____ Date: _____

Make checks payable to: Lutheran High School

Send booth fee and application to: LHS SugarPlum Holiday Fair, 5555 S Arlington Ave, Indianapolis IN 46237

Questions? Call Lori at 219-895-1543.