



# LAKE OF THE WOODS School

PO Box 310 • 236 15<sup>th</sup> Ave. SW • Baudette, MN 56623 • 218-634-2510 • Fax: 218-634-2750

## Holiday Craft & Vendor Extravaganza

Lake of the Woods School  
Saturday, November 23, 2024  
9:00am - 3:00pm

We're excited to invite you to the annual Holiday Craft & Vendor Extravaganza!

For over 15 years, Lake of the Woods Community Education has kicked off the holiday season with our annual Extravaganza. Featuring you! – our wide variety of vendors, Just for Kix performances, Turkey Bingo, Scholastic Book Fair, concessions, door prizes, and a visit from Santa, the event is sure to draw a crowd. With over 800 people attending last year, we are thrilled to continue our partnership with you and make the day as holly and jolly as possible!

We're excited to announce that **we're accepting Food Vendors this year!** If you intend to sell any food product, please provide a copy of your up-to-date Cottage Food Producer Registration card upon registration.

Please continue reading for instructions on how to register. Contact Sam at the Community Education office with any questions you may have:

Samantha Lyon, [samantha\\_l@lakeofthewoodsschool.org](mailto:samantha_l@lakeofthewoodsschool.org), 218-634-2510 ext 1420

**Registration:** Please register by November 8, 2024. You may return your registration by either:

- Return your completed registration form (flip side of this page) and booth fee via mail:  
Lake of the Woods Community Education  
Attn: Samantha Lyon  
P.O. Box 310  
Baudette, MN 56623
- OR register online at [www.lakeofthewoodsschool.org/communityed](http://www.lakeofthewoodsschool.org/communityed)
- 

**Rules:** By signing the registration form, you agree to abide by the rules attached – please read them thoroughly. Community Education reserves the right to decline any application for space if it deems such action to not be in the best interest of the Holiday Extravaganza. Community Education has the right to exclude any exhibitor not abiding by the rules and to remove any work considered inappropriate. Specific notes include:

- Booths are approximately 10'x12'. Electricity must be requested in advance.
- **Limited Booth size:** You may request the number of booths you think you'll need, but the final number of booths you'll receive is up to the Extravaganza organizers. If you are a new vendor, you may only reserve one booth.

We're excited for you to join us!

Continued →



---

## LAKE OF THE WOODS School

---

### Holiday Extravaganza Vendor Rules:

1. **Setup/Breakdown:** Exhibitors may begin setting up at 6:30 a.m. on Saturday morning and break down can start no sooner than 3:00 p.m. **No vendor is to take down before the official closing time.** Exhibitors must keep a professional appearance and are responsible for clean-up and maintenance of their area. During take down please remove tape designating your booth area.
2. **Exhibitor Spaces:** Booth space is approximately 10'x12'. Booth fee is \$15.00. Electricity is \$5.00. Boxes, coolers, totes or carts should not be visible. Nothing can be nailed, stapled or otherwise affixed to the walls or floors. Exhibitor booths must not interfere with adjacent exhibitors in any way. Booth space is taped off. All of the exhibitor's booths and displays, including chairs, must be placed within the confines of their space. You will need to bring your own grounded power cord if you are requesting electricity.
3. **Tables and Chairs:** Each exhibitor must furnish his or her own chairs, tables, stands etc. We do not supply them.
4. **Door Prizes:** All exhibitors are required to provide a door prize for our hourly drawing. Please attach a business card so we can announce who is donating the prize during the drawings. Winners must be present to win. Be sure to sign up yourself!
5. **Staffing:** All exhibitor tables/booths must be staffed at all times and intact until the show closes at 3:00 pm.
6. **No smoking, alcohol, or guns are allowed on school property.**
7. **Pets are not allowed at the show.** Service animals are allowed.
8. **Insurance:** Liability insurance must be obtained by the vendor at their own expense. We do not need a copy.
9. **Sales Tax:** Each exhibitor is responsible for collecting the State Sales Tax and filing a report with the Department of Revenue. We do not need a copy.
10. **Payment:** Non-refundable payment in full is due with the application (American Funds). Lake of the Woods School is not liable for conditions that prevent the exhibitor from attending and fulfilling the contractual obligation as an exhibitor. No refunds will be made for accident, health, or other causes for non-participation. In the event of an emergency cancellation by Lake of the Woods School, the full entry payment will be refunded.
11. **No overnight storage is available.** Exhibitors cannot set up the night before.
12. **Exhibitor Responsibility:** Lake of the Woods School is not responsible for damage, theft or loss of any of the exhibitor's items.
13. **Registration:** Community Education reserves the right to decline any application for space if it deems such action to not be in the best interest of the "Holiday Craft and Vendor Extravaganza" and Lake of the Woods School.
14. **One vendor/crafter per table:** Only one vendor/crafter per table; space may not be sublet or shared without prior approval of an authorized Community Education staff.
15. **WiFi:** WiFi is available on the Guest network, and the password is guest390.
16. **Duplicate Vendors/Crafters:** We do not keep track of what products are sold by what vendors. It is up to the vendor to keep track of other vendors that sell the same product. Please check with your counterparts before registering for our event.
17. Lady Laker JO Volleyball will provide concessions for sale on site during the day.
18. If you have any concerns or problems, please contact Sam/Lisa immediately. We will be there all day. We are there to ensure a safe and profitable event for everyone.
19. All rules will be enforced. Community Education reserves the right to make the final interpretation of all rules.

