

CENTENNIAL
Holiday
SHOW

CENTENNIAL
HIGH SCHOOL
GROUP/
ORGANIZATION
APPLICATION

November 21st & 22nd, 2009

Saturday: 9:00 a.m. - 5:00 p.m.

Sunday: 12:00 - 4:00 p.m.

For More Information Contact:

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WELCOME CHS GROUPS & ORGANIZATIONS

The Centennial Holiday Show will be held at Centennial High School in Franklin, Tennessee on November 21 & 22, 2009. The annual craft show at Centennial High School averages approximately 8,000 shoppers. This year the show area will feature 185 booths, and will consist of primarily handcrafted items. If you are the sponsor of a CHS group, club or organization, we offer you a way to raise funds by offering a service or selling a product at the Centennial Holiday Show.

ELIGIBILITY FOR CHS GROUPS & ORGANIZATIONS

All Centennial High School groups/organizations are eligible to apply for a booth to sell a product, or to offer a service to the customers and/or vendors of the Centennial Holiday Show. **However, space is limited, so all booths are offered on a first-come, first-serve basis.** Each CHS group/organization must provide a different product/service in order to reduce competition and therefore increase the sales for each group. **The Centennial Holiday Show Admissions Committee must approve all products sold and services offered.**

EXHIBIT SPACE FOR CHS GROUPS & ORGANIZATIONS

The booth spaces available for the CHS groups and organizations will be located in the Cougar Dining Hall. All booth spaces will include a dining booth for storage, a booth table, and two chairs. **The Centennial Holiday Show will provide matching tablecloths for both the dining booth and the booth table. Signs will be provided for each booth. *No additional signs will be needed.***

CALENDAR FOR CHS GROUPS/ORGANIZATIONS

Aug. 31, 2009	Applications given to CHS Group/Organization Sponsors
Sept. 25, 2009	Application Deadline-Applications must be completed and returned to the CHS PTSO Mailbox in the CHS Front Office
Oct. 5, 2009	Notifications of Acceptance Returned to CHS Group/Organization Sponsors
Oct. 27, 2009	6:00 p.m.—Mandatory CHS Group/Organization Sponsor Meeting—Cougar Dining Hall
Nov. 12, 2009	Email Volunteer Work Schedule/List of possible workers, number of nametags and parking passes needed, and menu to franklinhokie@bellsouth.net
Nov. 20, 2009	Check-In/Set-Up: 3:00-4:00 p.m. in the Cougar Dining Hall (NO SATURDAY SET-UP)
Nov. 21, 2009	Show 9:00 a.m.-5:00 p.m. (Building open at 7:00 a.m.)
Nov. 22, 2009	Show 12:00 p.m.-4:00 p.m. CHS Group/Organization Checkout: 3:00 p.m. (Return signs, nametags, parking passes; clean area; remove trash; replace tables & chairs to original position in Cougar Dining Hall)
Dec. 4, 2009	Turn in the Centennial Holiday Show Disclosure Form to the CHS PTSO Mailbox in the CHS Front Office.

STANDARDS FOR CHS GROUPS & ORGANIZATIONS

- **An adult sponsor must be present at all times during the show to supervise the group/organization's activities.**
- A completed application and notification of acceptance is a commitment from the CHS group/organization to Centennial High School to participate in the show.

- No Saturday set-up will be allowed.
- CHS group/organization sponsor bears the responsibility for all set-up and security needs for their exhibits. Centennial High School and Centennial Holiday Show Committee will not be responsible for loss or damage of any kind.
- There will be no dismantling of display or packing of product prior to the CHS group/organization checkout.
- The Centennial Holiday Show Admissions Committee reserves the right to request withdrawal from display or booth, any item or article in such an exhibit, which, in its opinion, is not acceptable, and sponsor will comply with such order promptly.
- Nametags must be worn by sponsors and students during set-up, show, and dismantle. Nametags and signs are the property of the show, and will be returned at checkout.
- Signs are provided for each CHS group/organization. **No additional signs will be needed.**
- Each CHS group/organization needs to provide enough product to sell for both Saturday and Sunday.
- **CHS groups/organizations must use the tables provided.** The Centennial Holiday Show will provide matching tablecloths for both the dining booth and the booth table. Each CHS group/organization must remain within their designated booth space. Two chairs per booth will be provided.
- Each CHS group/organization is responsible to keep their designated booth area clean during the show. All trash must be removed from the building, and all tables and chairs must be returned to their original position in the Cougar Dining Hall at the end of the show.

VOLUNTEER CHECK-IN/CHECK-OUT

All volunteers must check in and out at the Volunteer Entrance located to the left of the CHS Front Office. Only volunteers listed on the volunteer schedules will be allowed at this entrance. Nametags will be given at the Volunteer Entrance. Volunteers need to checkout at the Volunteer Entrance and return their nametags.

PARKING FOR CHS GROUPS & ORGANIZATIONS

Volunteers will not be allowed to park onsite. Each group will be issued one onsite-parking pass for their group sponsor. All volunteers must park at the offsite parking lot (which will be announced at the October 27, 2009, CHS Group/Organization Meeting). All volunteers must have a parking pass posted in the left front window of their vehicle. The volunteer shuttle will drop volunteers off at the Volunteer Entrance door.

NOTICE OF ACCEPTANCE

A notice of acceptance will be returned to the CHS group/organization sponsor on October 5, 2009. **PLEASE RETAIN A COPY OF THE APPLICATION FOR YOUR RECORDS.**

CHECK LIST

Application returned by **September 25, 2009:** _____ Mandatory CHS Group/Organization Meeting **October 27, 2009, 6:00 p.m.:** _____
 Volunteer Schedule, List of Possible Workers, and Menu turned in by **November 12, 2009:** _____
 Returned CHS Group/Organization Disclosure Form by **December 4, 2009:** _____

For CHS Use Only: Date Application Rec'd: _____ Booth: _____
Booth Location: <u>Cougar Dining Hall</u> Electricity: _____
Check in Location: <u>Cougar Dining Hall</u> Volunteer Schedule R'd: _____
Pricelist/Menu R'd: _____ #Nametags: _____ #Parking passes: _____
Disclosure R'd: _____ Attended Meeting: _____

**2009 Centennial Holiday Show
CHS Group/Organization Application**

Group/Organization Name _____

CHS Sponsor's Name: _____

Room #: _____ Planning Time: _____

E-Mail Address: _____

Parent Contact Name: _____

Parent Contact's Address: _____

City _____ State _____ Zip _____

E-Mail Address: _____

Phone: Home () _____ Other () _____

Sign (5 words or less) _____

(We will make one sign for each booth.)

Product/Service Your Group/Organization would like to provide: _____

Cost to shopper or vendor: _____

(If providing food, please submit a list of food items/menu with prices by Nov. 12, 2009.)

Goals for funds raised: _____

Does your group need electricity for your product? Yes No (Circle One)

I agree that Centennial High School, Centennial Holiday Show or Committee, will not be held liable for the loss, theft, or damage to any goods, personal property, or for injury to persons or property within the area of our booth. I expressly agree to be responsible for security at our booth, and to keep the area within the booth free of debris, obstructions, or other hazards which might result in injury to the public. I will not deface, damage, move, or injure the exhibition space or booth space. I will pay the cost of repairing any damage or injury done to the exhibition facility and surrounding grounds.

CHS Sponsor's Signature _____ Date _____

Parent Contact's Signature _____ Date _____

PLEASE CUT, COMPLETE, AND RETURN THIS FORM TO THE CHS PTSO MAILBOX IN THE CHS FRONT OFFICE NO LATER THAN SEPT. 25, 2009.

