

BARR-REEVE COMMUNITY SCHOOLS
FALL FESTIVAL CRAFT EXPO

Vendor Reservation

Event Date October 3, 2026

Dear Exhibitor,

You are cordially invited to the 1st annual Fall Festival Craft Expo at Barr-Reeve hosted by the Barr-Reeve Band Program and the Band Parent Organization, INC. on Saturday, October 3, 2026 from 9:00 a.m. to 3:00 p.m. EST.

BOOTH RENTAL: Cost per space is \$30.00 with a limit of 2 spaces per vendor. Booths, located in the cafeteria and gyms, are 8'x8'. Please indicate on form if an additional booth space is desired. If room allows, one will be granted. All rent is due Aug. 7, 2026. Any money received after this date will be subject to the first come first serve basis, and no guarantee that a space will still be available.

I will be creating a booklet to be available to the shoppers and posted on social media. In addition to all vendors being listed, you can also purchase ad space in the booklet for an additional \$5.00. The space will be approximately 1.5" x 2.5". It will resemble a business card (but slightly smaller), listing any contact information you provide, craft description, and location in the craft expo.

Enclosed you will find the Rules & Regulations. If you are selling food items, make sure you adhere to Daviess County Health Department regulations.

There will NOT be access to electricity. We are sorry for any inconvenience that this causes. Wi-fi will be accessible only through personal HOTSPOT.

For more information, please contact Ashleigh Savage (812) 631-1889 or via e-mail asavage838@gmail.com.

Sincerely,

Ashleigh Savage
BR Band Parent Organization, INC.

Mail registration and check to:

Barr-Reeve Community Schools Inc
Ashleigh Savage
627 N 3RD ST
MONTGOMERY, IN 47558

At this time, I am only accepting applications/reservations for "CRAFTERS". All direct sales such as Tupperware, Scentsy, and such will NOT be approved until after Sept. 1, if availability of space permits.

BARR-REEVE COMMUNITY SCHOOLS
FALL FESTIVAL CRAFT EXPO
2026 NEW VENDOR REGISTRATION

Event Date October 3, 2026

Vendor Information

Name _____ Address _____

City _____ State _____ Zip _____

Phone # _____ E-Mail address: _____

Description of craft _____

Do you want to purchase advertising space in the booklet for \$5.00? Yes or No

Any special requests to be considered regarding location: _____

IF purchasing advertising space

Please complete the following or attach a business card that has the pertinent information that will be included in your ad. This ad will be in our booklet that is available at the show and shared on social media.

Name of Vendor and/or store _____

Website _____ Telephone _____

Type/description of craft _____

(\$30.00 x # of spaces reserving) + \$5.00 if purchasing advertising space

Total Due: _____ Checks only, please.

Make payable to: Barr-Reeve

Barr-Reeve

P.O. Box 97

MONTGOMERY, IN 47558

VENDOR Rules and Regulations

1. In accordance with Barr-Reeve School Corporation, there shall be no gambling, no alcohol, nor smoking/vaping on the premises. There are to be no open flames, heated tools, candles, etc. THERE WILL NOT BE ELECTRICITY AVAILABLE TO CRAFTERS FOR DISPLAYS, CASH REGISTERS, ETC. Personal battery or solar generators are acceptable. There will be able to access Wi-Fi through personal HOTSPOT only.
2. Booths must display items which meet the committee's approval. There are to be no flea market items. In accordance with the Health Department, all foods must be labeled with the name of the seller. Contact the Daviess County Health Department for specific rules regarding food sales.
3. A booth space is 8 ft. by 8 ft. square. You must furnish your own tables, chairs and displays. There will be none of these available at the school. There is a limit of two spaces per exhibitor.
4. Each exhibitor is responsible for his/her own display and money. Always have someone at your display. Band students will be taking and delivering food orders for vendors if you wish to eat lunch or breakfast offered in the cafeteria.
5. Please do not contact Barr-Reeve School for info regarding the craft expo. They do not know all of the particulars, so please have the courtesy not to interrupt their busy schedules. If you have any questions, text or call Ashleigh Savage (812) 631-1889. Feel free to contact me through e-mail as well at asavage838@gmail.com.
6. All tables must be covered to keep clutter out of sight under the tables.
7. Refunds will not be given after September 1, 2026.
8. The building will be open for set-up at 6 a.m. There cannot be set-up the night before. After unloading your crafts, you must move your vehicles to the southeast parking lot across 3rd St. unless you have a handicapped placard. In that case, you may park in any legally marked space. This assures customers a good place to park. DO NOT BLOCK FIRE LANES.
9. Vendors may not take down his/her display until 3 p.m. This courtesy is for the people who come into the building at 2 or 2:30 and expect to see all of the booths.
10. Please keep your area clean, pick up your trash, and don't leave anything behind. The committee must clear out the building Saturday evening. PRIOR to leaving, we ask all vendors to remove the paper signs from the wall/floor and all tape on the floor that was used to mark your space.
11. The Barr-Reeve School Corporation will not be held responsible for any accidents.

PLEASE OBEY THESE RULES AND WE WILL ALL HAVE A GREAT TIME!