

Saint Joseph School Craft Fair Application 2011

**Friday, November 18th 4pm-8pm and
Saturday, November 19th 10am to 3pm**

I. Vendor Information

Name: _____

Address: _____

Telephone: _____

email: _____

Product description: _____

Website: _____

Electrical hook-up required? _____ (\$10.00 Wall Up-charge)

Are you a registered parishioner and / or school family? _____

What is the average price range of your merchandise? _____

II. Space Selection Check Preference

*****Standard spaces are exactly 8 feet by 6 feet*****

School Families and Registered Parishioners receive a 20% discount

Foyer (Single Day only):

* The foyer area has great traffic flow, but low lighting. Vendors are invited to bring their own lighting and to stop by the site to check out the space prior to the fair.

_____ Friday in Foyer	Standard Space \$75
_____ Friday in Foyer	Corner Space \$100
_____ Saturday in Foyer	Corner Space \$100

Main Hall:

_____ Friday in Main Hall	Standard Space \$75
_____ Saturday in Main Hall	Standard Space \$75
_____ Both Days in Main Hall	Standard Space \$125
_____ Both Days in Main Hall	Corner Space \$175
_____ Both Days in Main Hall	Room Corner \$250

Please review the Craft Fair Rules and Regulations on the next page. Email the craft fair committee with any questions or concerns (saintjosephfair@yahoo.com). By submitting payment for your reservation, you are agreeing to the rules and regulations of the St. Joseph's Craft fair.

Saint Joseph School - Craft Fair Rules and Regulations

All applications must be postmarked by **August 1, 2011**. Applicants will be notified of acceptance / rejection not later than September 15, 2011. Checks must be made payable to **Saint Joseph's School**. Checks will be returned if the vendor application is not accepted.

1. The Saint Joseph's Craft Fair aims to create a unique shopping experience with a diverse selection of *quality* art, crafts and wares. All applications will be reviewed and selected in an effort to minimize duplication of product presented at the fair. We welcome any pictures or additional details of your product to help assist us in the selection process.
2. Displays will be inspected for appropriateness of items. Resale items, garage sale, flea market, mass produced items or animals not allowed. Weapons of any kind, including toys are strictly prohibited. The committee reserves the right to request the removal of any items that are inappropriate for a school-sponsored craft fair.
3. Once application is confirmed, payment is considered non-refundable unless we are able to re-sell the space by **October 1, 2011**.
4. All vendors are responsible for their own set-up and take-down.
5. All vendors are expected to be in their reserved space during the fair.
6. We have gone to considerable effort to allow for the maximum number of booths, and to allow for a proper and safe aisle space. Expect to be asked to move if you are in any way outside your marked space. Vendors should bring their own tables. The spaces are EXACTLY 8 feet by 6 feet – spaces are adjacent to each other. Please bring an appropriate set-up to fit in an 8 by 6 space.
7. Only those vendors who have applied and been accepted by the Craft Fair Committee are allowed to sell their wares. Unless specified on the application, tables cannot be shared or sublet with unapproved exhibitors.
8. Upon acceptance, written notification will be sent with instructions for booth set-up, location and tear down. Exhibitors must park in designated areas after unloading. Violators will be towed at owners' expense.
9. Exhibitors must be in place by 2:30 pm. on Friday, and 8:30 am. on Saturday. If not, the exhibitor is considered a "no show". Breakdown will not begin until the end of the fair on Saturday 3 pm for two day vendors and Friday at 9 pm. for single day vendors.

It is our commitment to host a successful show and to ensure the enjoyment and comfort of both the visitors and the exhibitors who attend. For more information and up to the minute details, please check our web site at www.stjosephwakefield.org/craftfair