

38th Annual Saint Joseph School Christmas Craft Fair Application 2019

**Friday, November 22nd 4pm-8:30pm and
Saturday, November 23rd 10am to 3pm**

Vendor Information

Name: _____

Address: _____

Telephone: _____

Email: _____

Product description: _____

Website: _____

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

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

What is the average price range of your merchandise? _____

Space Selection

Standard spaces are exactly 8 feet by 6 feet with NO space between

1. Single Day Options:

Main Hall:

_____ Friday in Main Hall Standard Space \$90

_____ Saturday in Main Hall Standard Space \$100

2. Two Day Options:

_____ Both Days in Main Hall Standard Space \$140

_____ Both Days in Main Hall Corner Space \$170

***Electrical requests and Wall spaces are subject to a \$10 up charge. If you request a wall space or electricity and do not pay the up-charge we cannot guarantee accommodation.**

Please review the Craft Fair Rules and Regulations on the next page. Email the craft fair committee with any questions or concerns (craftfair@stjosephschoolwakefield.org). By submitting payment for your reservation, you are agreeing to the rules and regulations of the Saint Joseph School Christmas Craft fair. ****Initial _____

Mail Completed Application and Payment to:
Saint Joseph School
276 Salem St, Wakefield MA 01880

Saint Joseph School – Christmas Craft Fair Rules and Regulations

Applicants will be notified of acceptance / rejection by October 31, 2019. Checks must be made payable to **Saint Joseph School**. Checks will be returned if the vendor application is not accepted.

1. The Saint Joseph School Christmas 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 products 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 and laser pointers 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 the application is confirmed, payment is considered non-refundable unless we are able to re-sell the space by **November 1, 2019**.
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 must bring their own tables. The standard 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. A table that takes up the entire width of your space does not allow for exit or entrance to your spot, please be respectful to your neighbors and bring an appropriate sized display. Your items will need to be removed if they are outside your spot – aisles must remain clear. There will be no exceptions made to this.
7. Only those vendors who have applied and been accepted by the Christmas 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 the owners' expense.
9. Exhibitors must be in place by 3:30 pm on Friday, and 9:30 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 8 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. We thank you for your participation; your positive attitude is what makes this a successful event year after year! For more information and up to the minute details, please check our website at www.stjosephschoolwakefield.org/craftfair and look for us on Facebook!