



Niskayuna High School Annual Craft Fair

Saturday, October 28, 2017 10:00 a.m. – 3:00 p.m.

GENERAL INFORMATION

We define a **Crafter** as someone who creates a product in its entirety. Ex: quilters.

We define a **Vendor** as someone who sells another's product. Ex: Avon

SHOW HOURS:

Advertised show hours will be from 10a.m. to 3p.m. Please have displays ready by 9:00 a.m. If space is vacant at 9:30 a.m., we reserve the right to use that space.

SET-UP:

The School will be open at 7:00 a.m. on Saturday for set-up. A **tablecloth or other covering is REQUIRED** in order to make displays as attractive as possible. Unloading time at the front of the school should be short for the convenience of all the crafters and completed no later than 9a.m. In an effort to assist you in the morning, student volunteers will be available to help unload your vehicle.

EXHIBITOR PARKING:

Crafters and Vendors may unload in front or the rear of the school. After unloading, you **MUST** park in the area behind the school. Although these are the parking spaces farthest from the school front entrance, this will allow for more spaces for YOUR patrons. **DO NOT UNLOAD OR PARK ON THE SCHOOL LAWN OR ANY WALK WAYS.**

SPACE RENTAL:

Spaces are available for a \$65.00 **non-refundable** registration fee. In addition to the leased space, the NHS Craft Fair will provide: Event advertising, promotion, and publicity covering the show. Crafters' booth spaces are as follows:

Gym: 10' W x 8' D or 8' W x 10' D

Main Lobby outside Gym: 13' W x 6' D or 10' W x 8' D or 8' W x 10' D

Crossroads: 10' W x 8' D or 12' W 7' D

C Hall: 13' W x 6' D or 10' D x 8' W or 10' W x 8' D or 12' W x 6' D

Old Café: 10' W x 8' D

Vendors Only: 6 foot tables and 2 chairs will be provided to Vendors only. Floor space is limited to area surrounding table and chairs.

ELECTRICITY:

Limited spaces with electricity are available for an additional \$10.00. You must provide your own heavy-duty extension cords.

CRAFTS:

We request that most items be HANDMADE by our exhibitors. We do allow a limited number of commercial sales, i.e., Tupperware, Pampered Chef, Tastefully Simple, etc. We limit one vendor per company. We reserve the right to select all vendors and types of items sold at the fair. **NO USED, RESALE or CONSIGNMENT ITEMS MAY BE SOLD ON OUR PREMISES.** All items must be new and in good condition. We reserve the right to limit the number of spaces for any particular craft. **You are required to donate a handmade item of no less than \$15 in value to be used in our raffle sale.**

Sales Tax: All Exhibitors are responsible for collecting and reporting all sales tax. All exhibitors selling their work **MUST have a NYS Tax #, and the Certificate of Authority MUST be displayed at the Craft Fair.** Crafters may only exhibit items listed on their contract.

FOOD:

Refreshments will be on sale throughout the day in the school cafeteria. NHS student volunteers will provide food order forms in the morning for crafters wishing to purchase lunch. Students will then deliver orders at the appointed time to crafters. Complimentary coffee will be provided for crafters and vendors until 11:00 a.m. (with ticket)

BUILDING REGULATIONS: NO smoking or alcoholic beverages will be permitted. No animals permitted.

COURTESY:

Crafters and vendors **MUST** stay within their designated space markers. Exhibitors are responsible for cleaning and disposal of all trash from their area.

CANCELLATIONS: All craft reservations are non-refundable. There will be a \$15 fee for returned checks. ***Please note all checks will NOT be deposited until 7/1/2017 so they are included in our new calendar year.***

Address: Niskayuna High School
Attention PTO Craft Fair Committee
1626 Balltown Rd.
Niskayuna, NY 12309

For further information, please contact us at: NiskyCraftFair@yahoo.com