



NISKAYUNA HIGH SCHOOL
PTO CRAFT FAIR COMMITTEE
1626 Balltown Road, Niskayuna, NY 12309
(518) 382-2511

GENERAL INFORMATION

SHOW HOURS & PUBLICITY

Advertised show hours will be from 10 a.m. to 3 p.m. The Craft Fair Committee will provide extensive promotion for this event via social media, paid advertising, local calendar listings, signage, and posters in local area stores.

SPACE RENTAL

Spaces are available for **non-refundable** fees of \$70 crafters and \$70 vendors. \$10 additional for electric per space.

- **Crafter definition:** *someone who creates a product in its entirety (example: quilting)*
- **Vendor definition:** *someone who sells another's product (example: Avon)*

Crafters: We request that most items be HANDMADE by our exhibitors. **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.

Crafter locations and spaces:

Administration Hall - 13'w x 6'd or 10'd x 8'w or 10'w x 8'd or 12'w x 6'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 x 7'd;

Old Café - 10'w x 8'd; Gym - 10'w x 8'd or 8'w x 10'd

Vendors: 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. A 6-foot table and 2 chairs will be provided in the C & G Halls. Floor space is limited to the area surrounding the table.

ELECTRICITY

Limited spaces with electricity are available for an additional \$10. You must provide your own heavy-duty extension cords.

SET-UP

The school will be open at 7:00 a.m. on Saturday for set-up. Please do not arrive any later than 9:00 a.m. to unload. Unloading will take place at the front of the school only. Student volunteers will be available to assist you unload your vehicle. Set-up must be completed by 9:30 a.m. A **tablecloth or other covering is REQUIRED** in order to make displays as attractive as possible.

EXHIBITOR PARKING

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.**

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. Student volunteers will deliver your food orders. Crafters and vendors will receive a complimentary coffee 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.

All crafters and vendors are required to donate an item valued at a minimum of \$15 to be used in our raffle sale.

CANCELLATIONS

All craft reservations are non-refundable. There will be a \$15 fee for returned checks. **Please note checks will NOT be deposited until 7/1/2018 so they are included in our new PTO calendar year.**