

Please join us for the
Highland/Fritz Elementary School PTO
2018 CRAFT FAIR

The Highland/Fritz Elementary School PTO Craft Fair featuring over 60 crafters and hundreds of patrons will be held at Highland School, Highland Avenue, Wallingford, CT. on Saturday, December 1, 2018. The specifics for the 2018 Craft Fair are as follows:

DATE: Saturday, December 1, 2018

Time: 9:00 A.M. to 3:00 PM

Place: Highland Elementary School (FAIR WILL BE HELD AT HIGHLAND SCHOOL)

200 Highland Avenue---Wallingford, CT 06492

(203) 294-3970 or DHajjar@wallingfordschools.org or ADenya@wallingfordschools.org

DEAR CRAFTERS – REGISTRATION WILL BE ACCEPTED FROM CRAFTERS WHO HAVE BEEN WITH US BEFORE UNTIL AUGUST 15, 2018. AFTER THAT TIME REGISTRATIONS WILL BE ACCEPTED FROM CRAFTERS UNTIL SPACE HAS BEEN FILLED. TO ASSURE YOUR PLACE PLEASE SEND YOUR REGISTRATION IN BY AUGUST 15, 2018. WHEN REGISTRATIONS HAVE BEEN FILLED A WAIT LIST WILL BE STARTED. WE THANK YOU FOR YOUR COOPERATION. WE WILL TRY TO HONOR REQUESTS FOR CERTAIN LOCATIONS IF POSSIBLE. IF THERE IS INCLEMENT WEATHER ON DECEMBER 1, 2018, WE WILL TRY AND HAVE A RESCHEDULE DATE. YOU WILL BE NOTIFIED OF FURTHER DETAILS WHEN YOU RECEIVE YOUR CONFIRMATION LETTER IN EARLY NOVEMBER.

PRICE: \$55.00 PER SPACE – IF YOU PROVIDE YOUR OWN TABLE. - 6 FOOT MAXIMUM LENGTH. \$60.00 PER SPACE –IF WE MUST PROVIDE A TABLE FOR YOU. – 6 FOOT TABLE.

DUE TO SPACE RESTRICTIONS PLEASE BE ADVISED THAT ONE SPACE WILL BE LIMITED TO A MAXIMUM OF 6 FEET LONG AND 30 INCHES DEEP. YOU WILL BE REQUIRED TO PAY FOR AN ADDITIONAL SPACE (OR SPACES) FOR RACKS, BASKETS, SHELVING, ETC. THAT IS NOT PART OF THE SIX FEET.

- **ITEMS CANNOT BE PLACED ON THE FLOOR IN FRONT OF TABLES DUE TO FIRE RESTRICTIONS.**
- **IF YOU DO NOT REQUIRE A TABLE DUE TO THE NATURE OF YOUR CRAFT, YOU WILL STILL PAY FOR EACH 6 FEET YOU REQUIRE. YOUR AREA WILL BE MEASURED & TAPED OFF SHOWING YOUR SPACE.**
- **PLEASE do not wait until the night before or day of to decide if you need extra space!**
- Each \$60.00 space will be provided with a 6 foot x 30 inch table & 1 chair.
- Each \$55.00 space will be provided with 1 chair.
- Each crafter is responsible for his or her own sales tax.
- **EACH CRAFTER IS REQUIRED TO REMAIN OPEN FOR SELLING UNTIL 3:00 PM AND MAY NOT BEGIN TO CLEAN UP & BREAK DOWN THEIR AREA UNTIL 3:00 PM.**
- Each crafter is required to donate a craft item (minimum \$10.00 value) to our Tea Cup Raffle.
- **Highland School Craft Fair Committee reserves the right to limit the number of duplicate crafters. THIS IS NOT A VENDOR FAIR AND ABSOLUTELY NO COMMERCIAL PRODUCTS OR STORE BOUGHT ITEMS WILL BE ALLOWED-I.E. Avon Products, Beanie Babies, Tupperware, etc. ALL ITEMS MUST BE HAND CRAFTED.**
- No baked good items such as individual cakes, pies, cookies, etc. may be sold at individual booths. The PTO has a separate fund raiser at the fair for these items.
- **SET UP WILL BE FROM 6-8 PM ON FRIDAY, November 30, 2018 AND SATURDAY AFTER 7 AM. All Crafters need to be set up by 8:30 AM-Please respect these times!**
- After you have unloaded items from your vehicle, the vehicle must be moved to the parking lot BEHIND the school. Parking on the lawn or in the front parking lot is prohibited. We need to leave this area for patrons.
- We will **TRY** to honor special requests (electricity, handicapped, etc.) BE SURE TO INDICATE REQUESTS ON APPLICATION.

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Please complete the enclosed form & mail with payment in full to
Highland /Fritz Elementary School PTO-Craft Fair Registration
200 Highland Avenue, Wallingford, CT 06492

(Please make checks payable to HYES PTO)

Highland/Fritz Elementary School PTO
2018 Craft Fair
Registration Form

Please complete this form in its entirety and return it to:
Highland /Fritz Elementary School PTO--Craft Fair Registration
200 Highland Avenue---Wallingford, CT 06492

Contact Person: _____
Company Name: _____
(If applicable)
Mailing Address: _____

Telephone: () _____ Cell Phone _____
Email _____

Please explain in detail the type of craft(s) you will be selling: NO COMMERCIAL PRODUCTS ALLOWED

DUE TO SPACE CONFIGURATIONS AND TO ASSIST US IN PLACING YOU AT THE FAIR, PLEASE DRAW A DIAGRAM AND EXPLAIN YOUR DISPLAY, INCLUDING RACKS, BOOKCASES, ETC. PLEASE INCLUDE SQUARE FOOTAGE OF YOUR DISPLAY. PLEASE INDICATE ANY SPECIAL REQUESTS (ELECTRICITY, HANDICAPPED, ETC.)

Number of spaces required: _____

Registration fee: \$55.00 PER SPACE (providing your own table
= **maximum** Length – 6 feet) _____

\$60.00 PER SPACE (needing our table) _____

TOTAL ENCLOSED: \$ _____

(Please make all checks payable to **HYES PTO)**

<u>For Office Use Only</u>	
# Of spaces _____	DATE RECEIVED _____
Paid: Cash _____	Check: _____
Date Received: _____	