

Please join us for the
Highland/Fritz Elementary School PTO
2023 CRAFT FAIR

Date: Saturday, December 2, 2023

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

Place: Highland Elementary School

200 Highland Avenue, Wallingford, CT 06492

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

REGISTRATION INFORMATION:

- Registration will be accepted from crafters who have been with us before **until September 16, 2023.**
- After that time registrations will be accepted from crafters until space has been filled.
- When registrations have been filled, a waiting list will be started. We thank you for your cooperation.
- **We will try to honor requests for locations if possible. The requests for locations will be on a first come first serve basis. There may be some changes in the layout this year due to restrictions.**
- If there is inclement weather on December 2nd, we will try and reschedule.
- **You will receive a confirmation letter in early November along with any final details needed for the day of the Craft Fair.**

FEES:

\$55.00 per space - If you provide your own table. There is a 6 foot maximum for all tables.

\$70.00 per space - If we must provide a table for you. You will be provided with a 6 foot table.

(1 chair per table is provided whether you bring a table or we provide you with a table.)

- 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. Please plan ahead.
- Items cannot be placed on the floor 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.
- PLEASE do not wait until the night before or the day of to tell us that you need extra space!

IMPORTANT INFORMATION:

- Each crafter is responsible for his or her own sales tax.
- Each crafter is required to remain open for selling until 3:00 p.m. Please do not begin cleaning up before that time.
- Each crafter is required to donate a craft item (minimum \$15.00 value) to our Tea Cup Raffle.
- **This is not a vendor fair and absolutely no commercial products or store bought items will be allowed (i.e.- Avon, 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 types of items.
- **Set up will be from 5-6:30 p.m. on Friday, December 1st and Saturday, December 2nd AFTER 7 a.m. only. Please be mindful of these times. All crafters NEED to be set up by 8:30 a.m. on the day of the fair! Thank you!!**
- 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 all requests on your application and remember requests will be honored on a first come first serve basis. We thank you for your continued cooperation and look forward to seeing you soon!**

Highland/Fritz Elementary School PTO
2023 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: _____

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. Please include rack, bookcases, etc. Please include square footage of your display. Please indicate any special requests (i.e. - electricity, handicapped, etc.). Thank you!!

Number of spaces required: _____

Registration fee: \$55.00 per space (providing your own table) _____

****Maximum Length - 6 feet**

\$70.00 per space (needing our table) _____

TOTAL ENCLOSED: \$ _____

(Please make all checks payable to HYES PTO.)

For Office Use Only

Of Spaces: _____

Paid: Cash: _____ Check: _____

Date Received: _____