



3227 HIGHLAND ROAD, ERIE, PA 16506-3557
admin@millcreekeducationfoundation.org
www.millcreekeducationfoundation.org

June 30, 2024

Dear Crafter & Artisan Vendor:

Thank you for your interest in the **MEF School House Craft Festival!** This year's event will be Saturday, November 23rd and Sunday, November 24th at McDowell Intermediate High School.

This is a juried event. We want you to be successful and believe items should be sold at a particular price point. We will schedule a time to meet with prospective new vendors during the month of August or September to view a sampling of your items and discuss the festival. We will make the decision to accept or decline within a week of the meeting.

We must receive your completed application and payment by **September 15th** to reserve a space. Applications or payment received after this date are NOT guaranteed a space and must pay an additional \$15. You will receive a confirmation email from the Millcreek Education Foundation when your application is processed. A Wifi password will be provided for convenience at the event. Volunteers are available to help load and unload your items during set up and tear down.

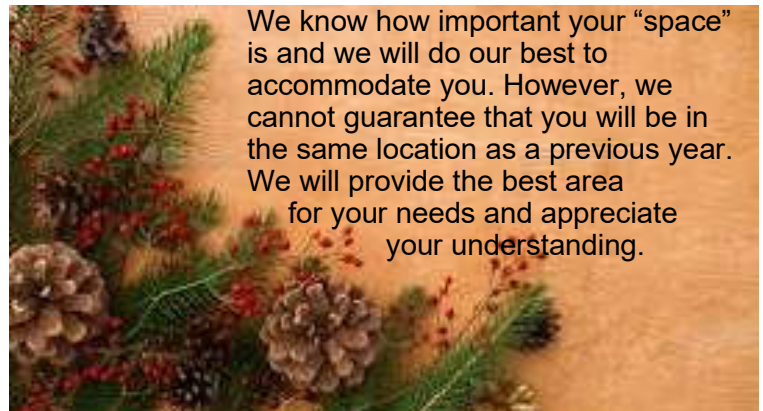
This event is a fundraiser for the Millcreek Education Foundation. It benefits Millcreek students and teachers. A couple of things that may be unique to our event:

- We give a donation to each group that performs during the event (chorus, band, etc.)
- We permit district groups like the McDowell Marching Band Boosters and PTSA to earn money for their organizations through a baked goods sale and the auction of your donated item. We do not receive anything from these sales.
- We have continued to offer vendors the same participation price as Asbury Woods pricing in 2019.
- All registered vendors will be listed on our website and shared on MEF social media outlets and with the media. For \$5, you can be included in the online Marketplace on the MEF website from November 1st through December 31st. We will include a photo you provide of your items, a link to your website or Etsy store, and contact information.
- MEF costs consist of the following: table delivery and rental, security, custodians, signage, printing, etc.

Questions? (814) 836-6431 or
admin@millcreekeducationfoundation.org

Sincerely,

Kristina Huber, MA, CFRE
Executive Director
Millcreek Education Foundation



2024 MEF SCHOOL HOUSE CRAFT FESTIVAL APPLICATION

NAME: _____ PHONE: (____) _____

ADDRESS: _____ CITY: _____ STATE: __ ZIP: _____

E-MAIL: _____

CRAFT DESCRIPTION:

(One item valued at \$15 or more must be donated for the auction benefiting McDowell PTSA.)

TABLE NAME TO BE LISTED IN OUR DIRECTORY: _____

CRAFTER NAME(s) (Up to two name tags and 2 Assistant tags):

SPACE:	Max. # Tables Provided
8' Table: Floor Space (8 x 6) \$140	1 table
16' Side by side Double Table: Floor space (16 x 6) \$250	2 tables
Boutique: Floor Space (10 x 10 or 8 x 12) \$260	2 tables
Double Boutique: approx. (20 x 10) \$375	3 tables

**You must disclose if you are bringing an indoor tent*

We will do our best to place you in a space/section that ensures everyone's safety and a variety of shopping options in each section.

PA. TAX CERTIFICATE # _____ VEHICLE LICENSE # _____

of Tables requested: _____ (If you provide your own table, you may reduce your SPACE fee by \$5/table)

• SPACE FEE \$ _____

• ELECTRICITY (optional: \$15) \$ _____

• FRIDAY SET-UP (optional: \$10) \$ _____

• ONLINE Marketplace (November 1-December 31, 2024 (optional \$5) \$ _____

TOTAL ENCLOSED \$ _____

____ Yes, I have a certificate of insurance covering MEF and MTSD.

____ No, I do not have a certificate of insurance covering MEF and MTSD. I understand that I must release the Millcreek Education Foundation and Millcreek Township School District from any liability in the event of accidents, injury, loss during the 3-day event (set-up through take-down).

BY SIGNING BELOW, I AGREE TO ADHERE TO ALL PROVISIONS AND GUIDELINES LISTED WITHIN THE CONTRACT AND APPLICATION.

SIGNATURE: _____ Date: _____

DEADLINE FOR APPLICATION IS September 15, 2024. Applications or payment received after September 15th will NOT be guaranteed entrance or a previous location of a booth. Late entries will be charged a \$15 LATE FEE.

CHECKS SHOULD BE MADE PAYABLE TO: Millcreek Education Foundation, 3227 Highland Rd, Erie, PA 16506. We only accept checks, Money Orders, and cash.

2024 Prospect Vendors ONLY

2024 MEF School House Craft Festival

Vendor Contract: Provisions and Guidelines

- MILLCREEK EDUCATION FOUNDATION will not be responsible for any loss or injury that may occur to the Exhibitor, employees of the Exhibitor, or to Exhibitor's goods, from any cause, while said premises are being occupied under this agreement. MILLCREEK EDUCATION FOUNDATION will not provide insurance on The Exhibitor's goods while they are at the Festival. All insurance must be placed and paid for by the Exhibitor to cover MEF and MTSD.
- All fire regulations must be observed, particularly those pertaining to packing materials. NO SMOKING! All stairways and exits must be open.
- INDOOR TENTS: Tents are subject to review for safety, space limitations, and interference with vendors.
- If said premises should be destroyed by fire, or if for any reason it is impossible to hold the MILLCREEK EDUCATION FOUNDATION Schoolhouse Craft Festival, this agreement will terminate, and the Lessee will waive any claim for damages except for the return of payment.
- The PA Department of Revenue requires that all participants in the show must have a tax certificate issued by the Department. If you already have one, please be sure to register the number in the space provided on your application. If you need to apply for one, the forms are free and available from the office at 448 West 11th Street, Erie PA, or online at www.pa100.state.pa.us
- Exhibitors selling edible items and providing samples, need to provide MEF with a PA Dept of Agriculture "Limited Food Establishment" approved application.
- Exhibitors MAY NOT change assigned tables unless authorized by the Festival Chairperson. If you are providing your own table(s), it must fit the agreed upon space or it will be removed or moved.
- Exhibitors may not exceed the space that was contracted. Displays that extend beyond the designated space parameters will be removed. Any dispute of space will be settled at the discretion of the Festival Chairperson.
- Any object or display that could deface the facility is not permitted. In the event of damage, the exhibitor is responsible. NO TAPE ON THE WALLS.
- Exhibitor will provide own table coverings that must drop 32" to block storage boxes underneath.
- Each Exhibitor will donate one representative item to be used at the Craft Item Auction. This item should represent the work from your table, have a minimum value of \$15.00 and should be donated upon arrival at the show.
- All items MUST be handmade (absolutely no "Direct Sales Vendor/Consultants"). If the committee discovers otherwise, the Exhibitor will not be asked back the following year and may be asked to leave or remove any non-handmade items.
- Exhibitors that are discovered to be selling items that are not handcrafted or not crafted by the seller representing the items, will be asked to leave and not permitted to return to participate.
- Any exhibitor that uses inappropriate, derogatory, demeaning language during the festival -will be immediately asked to leave and escorted from the facility.
- The MILLCREEK EDUCATION FOUNDATION Schoolhouse Craft Festival committee must jury all work, and ONLY work which is juried and accepted will be permitted. MILLCREEK EDUCATION FOUNDATION Schoolhouse Craft Festival Committee reserves the right to ask for the removal of any non-juried items. Inappropriate and offensive slogans, images, etc. are not permitted.
- NO EXHIBIT SHALL BE REMOVED UNTIL CLOSING TIME. All crafters are required to provide adequate stock for both days of the festival. Failure to do so will jeopardize future participation.
- This contract is valid for the 2024 Schoolhouse Craft Festival only and does not assure admittance into future festivals.
Signature on the application serves as acknowledgement that you agree to these terms.

2024 Prospect Vendors ONLY