



*See you there!*

Saturday, December 6th 9 a.m. - 4 p.m.  
Sunday, December 7th 9 a.m. - 3 p.m.  
McDowell Intermediate High School

June 30, 2025

Dear Crafter & Artisan Vendor:

Thank you for your interest in the MEF School House Craft Festival!

*This event is for artisans and all vendors must create/customize their own original sale items.* Please carefully read, complete, and submit your application and payment by **September 30th** to reserve a space. Applications or payment received after this date are NOT guaranteed a space and a late fee of \$15 will be incurred.

A couple of things that may be unique to our event:

- This fundraiser supports Millcreek Township School District students, teachers, and staff.
- We give a donation to each MTSD student or staff 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 serving lunch and having a baked goods sale at the event.
- We continue to offer the same participation price as 2019 Asbury Woods pricing.
- All registered vendors will be listed on our website and shared on MEF social media outlets and with the media. For \$10, 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 and/or Etsy store, and contact information. This is great for pre-orders!
- MEF costs to hold the schoolhouse craft festival consist of the following: table delivery and rental, security, custodians, signage, printing, media advertising, signs, volunteer incentives. etc.

Questions? (814) 836-6431 or [admin@millcreekeducationfoundation.org](mailto:admin@millcreekeducationfoundation.org)

Sincerely,

Kristina Huber, MA, CFRE  
Executive Director

*We know how important your "space" is and we will do our best to accommodate you. However, we cannot guarantee that you will be in the same location as a previous year. We will provide the best area for your needs and appreciate your understanding.*  
*(Please Note: The event will open an hour earlier and end an hour earlier this year.)*

MILLCREEK EDUCATION FOUNDATION  
3227 HIGHLAND ROAD, ERIE, PA 16506-3557  
[admin@millcreekeducationfoundation.org](mailto:admin@millcreekeducationfoundation.org)  
[www.millcreekeducationfoundation.org](http://www.millcreekeducationfoundation.org)  
Private Facebook/Meta Group:  
[MEF Schoolhouse Craft Festival Collab](#)

**WE DO NOT ACCEPT  
ELECTRONIC PAYMENTS  
FROM VENDORS. IF YOU SEE  
A REQUEST FOR SPACE WITH  
A LINK TO PAY, IT IS NOT  
FOR OUR EVENT.**



## 2025 MEF SCHOOL HOUSE CRAFT FESTIVAL APPLICATION

NAME: \_\_\_\_\_ PHONE: (\_\_\_\_) \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_ ZIP: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

CRAFT DESCRIPTION:

TABLE NAME TO BE LISTED IN OUR DIRECTORY: \_\_\_\_\_

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

SPACE OPTIONS: **(Please check one)**

We provide 8' Tables (if you bring your own table(s), they cannot exceed a standard 8' folding table)

☐  
☐

\$140 (8' x 6' Space) SINGLE

\$250 (16' x 6' Space) DOUBLE (side-by-side)

*(If you provide your own table, you may  
reduce your SPACE fee by \$5/table)*

☐  
☐

\$260 (10' x 10' or 8' x 12') BOUTIQUE

\$375 (20' x 10') DOUBLE BOUTIQUE

\*You must disclose if you are bringing an indoor tent 1 table 2 tables 2 tables 3 tables 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.

# of Tables needed: \_\_\_\_\_

SPACE FEE \$ \_\_\_\_\_

ELECTRICITY (optional: \$15) \$ \_\_\_\_\_

FRIDAY SET-UP (optional: \$10) \$ \_\_\_\_\_

ONLINE Marketplace (November 1-December 31, 2025 (optional \$10) \$ \_\_\_\_\_

**TOTAL ENCLOSED \$ \_\_\_\_\_**

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

PA. TAX CERTIFICATE # \_\_\_\_\_ VEHICLE LICENSE # \_\_\_\_\_

\_\_\_\_ 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 30, 2025. Applications or payment received after September 30th 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.

## 2025 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. If the festival is canceled for any reason, vendor fees will not be returned but credited toward the fees toward the following year event. The amount will be based on the event time lost.
- 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](http://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 - 2 weeks before event.
- 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.
- 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.

**Saturday, December 6th 9 a.m. - 4 p.m.**

**Sunday, December 7th 9 a.m. - 3 p.m.**

This contract is valid for the 2025 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.***