

The P.T.A. of the Robert E. Bell School in Chappaqua announces its

34th Annual Chappaqua Craft and Gift Fair

at Robert E. Bell Middle School

Saturday, November 17, 2018

10:00 A.M. to 4:00 P.M.

PLEASE READ THROUGH CAREFULLY:

***We will be accepting vendors in each category : Crafts, Gifts & Food. Please note, once you have **REGISTERED, you are CONFIRMED.** We are always looking for vendors, please tell a friend.

Registrations received after October 1st may be wait-listed. Once your registration is accepted, you will receive an immediate confirmation email. Final decisions for the remainder of spots will be made after October 1st, before the end of October. All communications will be made via email. If your application is denied, your payment will be returned to you.

Booths: We offer free admission to the community and do not charge a commission to vendors. We are charging \$135 per booth, regardless of the size. (We will assign spaces that range from 60-80 square feet and also 10'x10' spaces).

10x10 Booth Guarantee: A 10x10 booth, in the Gymnasium or Auditorium, can be guaranteed at an additional cost of \$20 per booth. Payment of a guarantee is required for those bringing tents, as these spots are limited and in high demand.

Tents and Vertical Displays: You must inform us if you intend to use tents or vertical displays higher than 5 feet. The use of tents requires payment of a 10x10' booth guarantee. Tents and high displays will be assigned booths along the perimeter in one of the three main rooms. This is because we want to ensure that each vendor is visible and not hidden behind another vendor's setup.

Tables: Tables are available to rent for \$22 each. You are welcome to bring your own tables if you choose.

Chairs: You may bring your own chairs or rent through us for 5\$ per chair.

Electricity: Please indicate if you require electricity. If you do require electricity, your booth location will be limited to those booths within a safe distance of an outlet. Please note, *electricity access is limited and will be given on a first-come, first served basis.*

Photos: Please send us photos of your items with your registration if you wish.. By registering , you give us permission to use any photos you send us in our promotional materials, including our website and Facebook page.

Payment: Payment will be made through our registration link. Space assignments will be emailed in late October/early November as well as necessary vendor information and instructions for day of Chappaqua Craft & Gift Fair .

Raffle: Our raffle, which benefits the Robert E. Bell PTA, has become a huge success. If you would like to contribute an item of your choice to the raffle, we encourage you to do so, but you are of course not required to. Vendors who have participated in the raffle in the past have told us that they found it to be helpful in increasing traffic to their booths.

If you have any questions, please contact:
ChappaquaCraftFair@yahoo.com, or refer to the FAQ's
at www.chappaquacraftfair.com.

We look forward to your participation in our 34th Annual Chappaqua Craft and Gift Fair!

The Robert E. Bell School PTA Craft & Gift Fair Committee

