

Jefferson Elementary School 2011 Annual Craft Fair

Date: September 2011

To: All New and Returning Crafters/Vendors

From: Paula Battista-Genter
Jefferson Elementary School PTO

We would like to extend an invitation to you to join us for the upcoming Jefferson Elementary School's Annual Craft Fair to be held on Saturday, December 3, 2011 from 10 AM until 3 PM.

We hope we can count on all of our returning crafters/vendors, and new crafters/vendors also, to help support our wonderful school by bringing the community together and having a fun-filled day of selling, eating, and meeting new friends. By participating in this event you are all helping to contribute to our in-school programs and events. We are very excited and will continue to strive to make this a successful event for everyone involved.

Enclosed you will find an information sheet and an application form. Please complete and return the application form along with your check or money order made payable to the Jefferson PTO by November 19, 2010.

Again, thank you for your support of this beneficial event! We look forward to working together with all of you.

Enclosures

Jefferson Elementary School

2011 Annual Craft Fair Information

- Date / Time:** Saturday, December 3, 2010 / 10 AM - 3 PM
(Vendor set up 8 AM / Vendor breakdown no earlier than 3 PM)
- Place:** Jefferson Elementary School
100 Princetown Road, Schenectady, NY 12306
- Public Admission:** FREE.
- Floor Space:** Approximately 8' deep x 10' wide space.
(All vendors must supply their own booth display, including tables and chairs.)
- Vendor's Fee:** **A NON-REFUNDABLE FEE OF \$30 PER SPACE WILL BE REQUIRED WITH YOUR APPLICATION.**
- Items:** All items for sale must be HANDCRAFTED. No flea market or white elephant items will be allowed.
- Publicity:** Daily Gazette, Times Union, Rotterdam Spotlight, Public Access Channel, local stores and businesses, Schalmont HS craft fair in November, and signs at local and major intersections.
- Refreshments:** Saturday morning there will be complimentary coffee, tea, hot chocolate, and a variety of pastry items. A pizza lunch will be available for purchase in the cafeteria which benefits our Schalmont Elementary School's music programs.
- Raffle:** A raffle is held in conjunction with the craft fair, which has been a huge success in the past. If possible, we ask that you donate a handcrafted item that's representative of items offered in your booth. Remember to include your business card to advertise. The proceeds from this raffle will help to support events at our school for our children. Thank you in advance for your participation.
- Contact Information:** If you should have any questions, please contact Paula Battista-Genter at 817-0404 of the Jefferson PTO.
- Registration:** **COMPLETE AND MAIL THE ATTACHED APPLICATION WITH A CHECK OR MONEY ORDER MADE PAYABLE TO JEFFERSON PTO BY NOV. 19TH TO: CRAFT FAIR COORDINATOR, JEFFERSON ELEMENTARY SCHOOL, 100 PRINCETOWN ROAD, SCHENECTADY, NY 12306.**
- Note:** Before unloading your items the morning of the craft fair, you will need to check in at the registration table at the front entrance of Jefferson Elementary School. This is mandatory before setting up so that we may better direct you to the proper unloading area. After unloading, please park in the back parking lot to provide easier access for your customers.
** We reserve the right to limit the number of crafters in any one medium, to assure a variety of items to the public and profits to the crafters. **

Jefferson Elementary School 2011 Annual Craft Fair Application

Saturday, December 3, 2011 10 AM - 3 PM

Please return to: Craft Fair Coordinator, Jefferson Elementary School, 100 Princetown Road, Schenectady, NY 12306. Checks or money orders made payable to Jefferson PTO.

Name: _____
Address: _____ City/Zip _____
Home Phone: _____ Cell Phone: _____
Email: _____
Brief description of your craft: _____

Floor space: Approximately 8'D X 10'W @ \$30/space	# of spaces _____
\$ _____	Total Fee Enclosed
\$ _____	
Electricity necessary? (LIMITED-PLEASE BRING EXTENSION CORD):	Yes No
Wall space necessary?(LIMITED-FIRST COME, FIRST SERVE):	Yes
No	
Special requests: _____	

Would you be willing to donate one of your crafts for a raffle?	Yes No

THE UNDERSIGNED AGREES THAT NEITHER THE JEFFERSON PTO, JEFFERSON ELEMENTARY SCHOOL NOR THE SCHALMONT SCHOOL DISTRICT WILL BE HELD ACCOUNTABLE FOR PERSONAL INJURY, PROPERTY DAMAGE OR THEFT BEFORE, DURING OR AFTER THE CRAFT FAIR.

SIGNATURE: _____ DATE: _____

For office use only		
Date received: _____	Check #: _____	Space #: _____