

# Thorntons Ferry Elementary School 2019 Holiday Craft Fair

## Policies & Guidelines

1. PTTF will host the 38th Annual Craft Fair on Saturday, December 7, 2019  
Time: 9:00 a.m. - 2:00 p.m.  
Location: Thorntons Ferry School  
Address: 134 Camp Sargent Road, Merrimack, NH 03054
2. Only handcrafted items made by the crafter or by a friend/family member of the crafter are allowed. The sale of commercial items, resale, or craft supplies, including handmade items imported from other countries are not allowed. Exhibitors cannot distribute political or religious materials. All items that are displayed for sale on school premises will require approval by a member of the PTTF Craft Fair Committee. Any items that are deemed inappropriate will be removed immediately.
3. Exhibitors are not allowed to sell baked goods or have raffles.
4. Exhibitors are required to check-in prior to setting up. Check-in will be located at the gymnasium entrance. Exhibitors that have not checked in or contacted Deanna Pearson or Kim Desmarais by 8:00 a.m. on Saturday, December 7, 2019, will not be allowed to set up.
5. Set up times are:  
Friday, December 6, 2019: 6:00 p.m. - 7:45 p.m.  
Saturday, December 7: 7:30 a.m. - 8:45 a.m.
6. All exhibits must be set-up by 8:45 a.m on Saturday, December 7, 2019. Exhibitors setting up Friday evening are highly encouraged to protect/cover their displays overnight.
7. All exhibitors must park in the upper side parking lot from 8:30 a.m. – 2:00 p.m. on Saturday, December 7, 2019.
8. Early breakdowns are not allowed. Exhibitors will remain setup until 2:00 p.m.
9. State law prohibits any smoking in the building or on the school grounds.
10. A \$15.00 charge per space will be charged for cancellations received prior to October 31, 2019. Refunds will be mailed within 30 days. Cancellations received after November 1, 2019 will NOT be issued a refund.
11. Exhibitors who do not conform to these guidelines will be asked to correct the problem or leave without refund. Should a crafter violate any of the above guidelines, PTTF reserves the right not to invite the crafter back. Any exceptions to these guidelines must be approved by Deanna Pearson prior to December 1, 2019.

## **Application Information**

1. Exhibitors may share space with another exhibitor. Both parties must list their products on the application. The submitting exhibitor (Exhibitor #1) is responsible for ensuring that Exhibitor #2 has read and abides by all PTTF Craft Fair Policies and Guidelines.
2. Special space requests will be accommodated on a first come, first serve basis, and are not guaranteed. Exhibitors may request two or more spaces if desired. Specific location(s) cannot be guaranteed.
3. Access to electricity is limited. Please do not request electricity access unless the display requires it. There is no additional charge for electricity.
4. Booth information is as follows:
  - a. Gymnasium: \$70.00 per each 10' x 6' space [available on first-come-first-serve basis]
  - b. Hallway: \$60 per each 10' x 4' space
5. Electronic payment is required at time of application submission.
6. Final payment of this application indicates that you have read and agree to abide by all PTTF Craft Fair Policies and Guidelines.