

Thorntons Ferry School (TFS) 41st Annual Holiday Craft Fair (2023)

PTTF is hosting the 41st Annual Holiday Craft Fair on **Saturday, November 18, 2023**

Time: 9:00 a.m. – 2:00 p.m.

Location: Thorntons Ferry School

Address: 134 Camp Sargent Road, Merrimack, NH 03054

Coordinators: Heather Robitaille and Michelle Mackey

Email: craftfair@pttf-events.com

Craft Fair General Policies

1) Regarding Goods / Items Sold for:

- a) Crafters: 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.
- b) Vendors: May sell items related to an MLM company, but may not solicit for any person(s) to join their team or company during the TFS Craft Fair.
- c) Exhibitors are not allowed to:
 - (1) Offer any raffles to craft fair attendees.
 - (2) Sell baked goods which compete with the TFS Craft Fair Bake Sale and/or Concession Café. Note that specialty food items will be permitted with pre-approval; specialty food items may include, but are not limited to jams/jelly, gourmet candy, etc. Pre-approval by one of the coordinators via email must be given prior to registration.
 - (3) Distribute political or religious materials.
- d) Any items on display for sale on school premises that are deemed inappropriate by one of the coordinators will be removed immediately.

2) Check-in is located inside at TFS Gymnasium Entrance:

- a) Exhibitors are required to check-in with a TFS Craft Fair committee member prior to set-up during the following times:
Friday, November 17: 6:00 p.m. – 7:15 p.m.
Saturday, November 18: 7:15 a.m. – 8:00 a.m.
- b) Upon check-in you will receive your space assignment.
- c) Exhibitors that have not checked in or contacted Lauren Martone, via email, by 8:00 a.m. on Saturday, November 18, 2023, will not be allowed to set up.

3) Set-up will immediately follow check-in on either Friday evening or Saturday morning.

- a) All exhibits must be set-up by 8:45 a.m. on Saturday, November 18, 2023.
- b) Exhibitors that set up on Friday are highly encouraged to protect/cover their displays overnight. On Saturday, November 18, 2023 all exhibitors must park in the upper parking lot. Parking directions will be provided at check-in.

- 4) **Exhibitors are expected** to keep their areas neat, their displays fully stocked, and merchandise within their assigned areas. Exhibitors are not allowed to move/relocate any merchandise, tables, boxes, etc. not belonging to them. If there is a problem or assistance is needed, please see a co-coordinator.

- 5) **Early breakdowns are not allowed.** Exhibitors will remain setup until 2:00 p.m.

- 6) **State law prohibits any smoking** in the building or on the school grounds.

7) **Cancellation requests**

- a) Those received prior to Friday, October 13, 2023 will receive a partial refund. These requests will be charged a \$15.00 per space fee and will be deducted from original payment. Refunds will be issued electronically 15 days after cancellation notification.
- b) Those received after Saturday, October 14, 2023 will NOT be issued a refund.

8) **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, PTF reserves the right to deny participation to any future TFS Craft Fairs.

9) **A coordinator of the Craft Fair** must approve any exceptions to any these guidelines before November 10, 2023.

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 PTF Craft Fair Policies and Guidelines.
- 2) Special space requests will be accommodated on a first come, first serve basis, and are **not guaranteed**.
- 3) Exhibitors may purchase two or more spaces. Specific location(s) **cannot be guaranteed**.
- 4) Access to electricity is limited. Please do not request electricity access unless the display requires it. There is no additional charge for electricity.
- 5) Crafters may choose from either Gymnasium or Hallway booth space, while other vendors, such as MLM reps are asked to register for a Hallway space. Booth information is as follows:
 - a) Gymnasium: \$85.00 per each 10' x 6' space [crafters only, available first-come-first-serve basis]
 - b) Hallway: \$75.00 per each 10' x 4' space [crafter or other vendor may purchase]
- 6) All booths will have 2 chairs provided to you for use during the Craft Fair. Should you not need the chairs provided, you may note that within the application submission.
- 7) Electronic payment is required at time of application submission.
- 8) Final payment of this application indicates that you have read and agree to abide by all PTF Craft Fair Policies and Guidelines.