**Assumption Regional Catholic School**

**146 South Pitney Road ~ Galloway, New Jersey 08205**

**33rd Annual Christmas Craft Fair**

**ONLY SATURDAY, November 11, 2023**

**9:00am to 5:00pm**

***Crafter Spaces are 8ft X 5ft. Vendor Spaces are 10ft X 3 ft***

| **QTY** | **ITEM** | **AMOUNT** | **TOTAL** |
| --- | --- | --- | --- |
|  | **Space Rental** | **$60** |  |
|  | **Table Rental** | **$10** |  |
|  | **Electric Hook-up** | **$15** |  |
|  | **Late Fee\*** |  |  |
|  |  | **GRAND TOTAL:** |  |

Please make check payable to ARCS and send it to the school along with this application.

\*Applications received after the November 1st deadline will incur a $10 late fee.

*Until you receive a confirmation from us, your spot is not guaranteed.*

**CHECK IN AND SET UP: Friday, November 10th - 4:00pm-8:00pm**

**Saturday, November 11th - 6:00am-8:00am**

***Volunteers will be available to help you during set-up and breakdown.***

**PARKING: Vendors MUST park in the lot closest to the church.**

**~~~~~~~~ ALL INFORMATION IS REQUIRED TO PROCESS YOUR APPLICATION ~~~~~~~~**

**NAME: BUSINESS NAME:**

**PHONE: EMAIL:**

**ADDRESS: CITY: ST: ZIP:**

**Is your craft homemade? (circle one) YES NO *Please include photos of your craft.***

**Description of your craft:**

**Special Request, i.e., spot location, extra chairs, handicap parking:**

**DISCLAIMER: *If you claim your craft is homemade on this application and you bring manufactured products, you will NOT be allowed to participate.***

**CONTACT: email** [**craftfair@arcsgalloway.org**](mailto:craftfair@arcsgalloway.org) **for more information.**

Assumption Regional Catholic School welcomes you to the 33rd Annual Christmas Craft Fair.

We would like to thank you for your support of your school! With our effort and yours, we can continue to make this one of the best craft fairs in the area! Please keep in mind the following rules so we can have another successful year.

1. All applications must be returned by the deadline to ensure your space in our show. Spaces and electrical outlets are assigned in the order the applications are received.
2. If there are enough crafters, We separate our event into Crafters and Vendors.

**For Crafters:** All crafts must be original work of the crafter. Only items provided on the application may be sold. Any items not meeting this guideline will be prohibited. Manufactured items will not be prohibited. Crafter spaces are located in the gym and cafeteria and measure **8 ft by 5 ft**.

**For Vendors:** We have a limited number of spaces available for Direct Sales, purchased products and Service Vendors. These spaces are located in the hallway and are **10 ft by 3 ft**. The fire code states that these tables **MUST BE FLUSH** against the walls and your chair next to your table.

1. We try to accommodate your request for particular spaces and commit to do our best, but ***this is NOT always possible***. We thank you in advance for your understanding and flexibility.
2. **Stay specific to what you do best!** We must limit the selling of too many different products in one space. If you make blankets and scarves, it’s not acceptable to throw in jewelry, too. We try to make sure there isn’t too much of the same product being sold, but **CANNOT guarantee exclusivity.** If we see that you’ve added something to your space that was not approved, you will be asked to remove it.
3. Please be on site by 8:00am Saturday and have your display completely ready by 8:30am - otherwise, your table can be given away.
4. You are responsible for the clean-up of your assigned space. Please be packed up and have your area cleaned by 6:00 on Saturday.
5. **NOTHING CAN BE HUNG ON THE WALLS OR ADHERED TO THE FLOOR.** You are to utilize the space provided. All doorways and entrances must be clear from obstruction.
6. All tables **must** be covered to the floor. This keeps a clean, neat appearance.
7. Jewelry will be limited to 12 crafters/vendors ONLY!
8. We do **NOT** permit live animals of any kind.
9. Students will be around to help all weekend. Although appreciated, tips are NOT expected. If you feel compelled to tip a student helper, please give it to an ARCS staff member, so the tips can be divided evenly between all the student volunteers.

**~ ~ ~ I have read both pages and will abide by the rules of this application. ~ ~ ~**

**Signature:**