

# The 35th Annual Chappaqua Craft & Gift Fair



*Saturday, November 16, 2019*

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

Thank you for your interest in participating in the 35th Annual Chappaqua Craft & Gift Fair. We would like to extend a warm welcome to any new vendors and a very happy return to our repeat vendors!

Once you have completed the registration and your payment has been processed, your attendance is CONFIRMED. We ask that you read through these instructions carefully prior to registration.

Registrations received after October 1, 2019 may be wait-listed. Once your registration is accepted, you will receive an immediate confirmation email. Final decisions for any remaining spots will be made after October 1, but before the end of October. All communications will be made via email. If your application is denied, payment will be returned to you.

**General Information:** There will be access to restrooms at all times during the fair. Smoking/vaping is prohibited on all school grounds at all times. Food and drink will be available for purchase at the venue. We ask that vendors refrain from playing music at their booths during the fair operating hours.

**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 10'x10' 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'. The use of tents requires payment of the 10'x10' 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 (6'x2.5') 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 bring an extension cord and/or a surge protector if you have requested electric access. Please note, electric outlet access is limited and will be given on a first-come, first served basis.

**Photos:** We encourage you to send logo images and/or 3-5 photos of items with your registration. By registering, you give us permission to use any photos you send us in our promotional materials, including our website and Facebook page. Submitted images should be jpg or png format and should not contain text/copy or embedded logo (a separate logo file is permitted).

**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 participate in the raffle have found it to increase traffic to their booths.

If you have any questions, please contact: [ChappaquaCraftFair@yahoo.com](mailto:ChappaquaCraftFair@yahoo.com), or refer to the FAQ's at [www.chappaquacraftfair.com](http://www.chappaquacraftfair.com).

*We look forward to seeing you in November!*