

# The Chappaqua Craft & Gift Fair



## Frequently Asked Questions

Thank you for your interest in participating in the 35th Annual Chappaqua Craft & Gift Fair. We have compiled answers to our most commonly asked questions. If you don't find your answer here, email us at [ChappaquaCraftFair@yahoo.com](mailto:ChappaquaCraftFair@yahoo.com).

### 1. Is your event indoors or outdoors? Do I need a tent?

*Our event is all indoors. You do not need a tent, and we prefer that you do not bring one. Nevertheless, since we know that some vendors feel that a tent is an integral part of their booth setup, we permit vendors to bring them, as long as they inform us in advance and pay for a 10x10 booth guarantee. We require this so we can be sure that your tent will fit and that we place you where you will not block other vendors from view. You should be aware that bringing a tent will limit where we can place you and usually means you will be placed along the walls or in a corner.*

### 2. What size are your tables?

*Our tables are 6'x2-1/2'. Two tables fit comfortably in any size booth. Depending on how you arrange your tables, you may even fit three.*

### 3. What is the difference among the various booth locations? How do I know what location to request?

*Our booths are located in the school auditorium, the gymnasiums, and the hallways connecting the three. It is a fairly compact area. There aren't any areas that we can predict will have more or less foot traffic than others. A request for a 10x10 booth or for electricity will limit the locations where you can be placed. Also, please note that electricity will be given on a first-come, first served basis. Finally, we have vendors who request the same spot year after year, whether in the gyms, the auditorium or the hallways. We always try to give returning vendors priority in booth location requests. So if you are new to our Fair, we may not be able to honor any special location requests.*

#### 4. How much does it cost to participate?

*We charge \$135 per booth/event participant. Additional options are available but must be requested at the time of registration (see below).*

*Tables: Tables are available to rent for \$22 each (up to 3), but you are welcome to bring your own tables if you prefer.*

*Booth Guarantee: A guaranteed 10'x10' booth is \$20. (There are a limited number of these spaces.)*

*Electrical: Access to electrical outlets is complimentary, but must be requested at the time of registration. (Please note that these spaces are limited in availability and location.)*

*Chairs: Chairs are available to rent for \$5 each (up to 3), but you are welcome to bring your own chairs if you prefer.*

#### 5. Do I need to pay for a booth "guarantee"?

*We charge \$135 for a booth regardless of size. The assigned booth sizes will range from 60-80 square feet or a 10'x10' space. All of our booths can accommodate at least two tables. Some people want to make sure that they get a 10'x10' space, which is the largest space we have. The \$20 is to guarantee that size space. If you can work within the other spaces, there is no need to get the "guarantee." If you wish to bring a tent for your setup, then we ask that you pay for the guarantee.*

#### 6. Can you tell me about the organization running this fair?

*The Chappaqua Craft & Gift Fair is run by an all-volunteer committee of the Chappaqua PTA and is a fundraising event for the Robert E. Bell PTA. We appreciate your support and participation in this event.*

#### 7. When is registration open?

*Registration for the 35th Chappaqua Craft & Gift Fair will be open on July 1, 2019. If you are on our email list you will receive notification when registration is available. If you are not on our list, you may request to be added by contacting us at [chappaquacraftfair@yahoo.com](mailto:chappaquacraftfair@yahoo.com).*

**THANK YOU!**