

Perry Hall High School PTSA
December 3, 2017 Winter Arts & Crafts Fair
Frequently Asked Questions

General Information

Where is the fair being held?

It is being held at Perry Hall High School in the gymnasium (and possibly the cafeteria if needed)

When is the Winter Arts & Crafts Fair being held?

The Winter Arts & Crafts will be held on Sunday, December 3, 2017.

When can I visit the fair?

Doors will open at 11:00 AM. The fair will be over at 4:00 PM.

In the gym, isn't that on the bottom floor of the building?

Yes it is, but access is easy and the building is handicap and wheelchair accessible!

Who is in charge of the fair?

The Perry Hall High School PTSA is running the event.

Who works at the fair?

The PTSA members, teachers, staff, parents, and high school students will be volunteering at the fair. Students will earn student service learning hours.

What happens to the proceeds?

The PTSA is hosting this event as a fundraiser to support our objectives including the After Prom Party, Student Recognitions, Assemblies, Student Planners, and Scholarships.

For Customers

How much does it cost to attend?

The Perry Hall High School PTSA Winter Arts & Craft Fair is FREE to the public!

Is the show indoors or outside?

The entire Craft Fair is indoors.

How do I find out if a specific crafter is at the show?

You will receive a program when you arrive at the show that will include a map and an alphabetical list of the crafters at the show along with their booth number. We will do our best to maintain a list of vendors that have been accepted on our Facebook page.

Can I bring my stroller in?

Yes

Is the show handicap accessible?

Yes, the show and building are handicap and wheelchair accessible.

I would like to have a booth next year.

There are interested crafter signup sheets located at the admission doors. Fill out the form, and we will do our best to contact you about upcoming craft shows.

Can I get on the mailing list so I get reminders about the show?

Sure. Signup near the admission doors and we'll keep you informed of upcoming events.

Can I volunteer to help at the Festival?

Of course! Please email our Craft Fair Coordinator at craft.fair@phhsptsa.org for more information.

Crafters & Vendors

How large is each booth?

We are offering 3 sizes, small (6'x8' or 8'x6'), large (8'x10' or 10'x8') and xlarge (8'x14' and 14'x8').

Do you have sites with electric hook-up?

Yes, for a fee, but because electricity is limited, these booths are available on a first-come, first-served basis. Refer to the contract for the pricing.

What are the hours to set up the booths?

Setup begins at 8:45 AM and must be complete by 10:45 AM.

The event is being held in the gym, how do I unload my vehicle?

First, you must check in, then you have two options!

- 1. Go through the building. There will be a designated unloading zone near the Fine Arts entrance. Please park your vehicle there and proceed into the Fine Arts entrance. You may use the steps or the elevator to make your way to the gym. The path will be clearly marked.*
- 2. Drive around to the back of the building to an assigned entrance (East or West). Drive your vehicle to the service entrance located between the Fine Arts entrance and the tennis courts. Proceed cautiously along the path to your assigned unloading area (East or West), following the directions of the volunteers. The path is at points only wide enough for one car. Do NOT drive on the grass! Once you have arrived at your assigned entrance, load your cart, and unload it in your booth area. Once unloaded, vendors are asked to move your vehicle to the back of the parking lot to allow customers easy access to the building.*

Tell me what I need to do the morning of the Craft Fair?

Check-in will occur outside the Fine Arts entrance to the school. You will receive your welcome packet and once you are checked in you may proceed to the side of the building and unload your merchandise.

We will have limited carts and hand trucks available for your use. If you have one, please bring it! Volunteers will be available to assist you. Immediately after you unload, it is important that you move your vehicle to your designated parking spot.

Are tables available?

Yes, for a fee. Refer to the contract for the pricing.

Are chairs available?

Yes, for a fee. Refer to the contract for the pricing.

Is this a juried show?

No.

How are vendors selected for the show?

A combination of the following:

- Arts and crafts created by the vendor;*
- First-come, first-serve; and*
- Mix of arts and crafts types.*

Do you accept vendors that are not arts or crafts?

The Craft Fair Committee reviews booth requests for non-craft vendors on an individual basis when booth space availability allows.

I hand make items that people eat, are all food type items allowed in the show?

The fair sells its own food items. We do not allow others to sell items that can be eaten at the show. Examples would be crafter prepared brownies in a jar or season bags of popcorn to be popped, etc. (This restriction does not apply to companies such as Tastefully Simple).

How will I know that I have been accepted?

Your cancelled check is your guarantee of acceptance to the fair. Applications will be accepted until full.

May I request a specific space location?

Yes. We cannot guarantee that your request will be filled, but we will do our best to put you in the general area that you request.

Do vendors who were in the show the previous year have to go through the same application process this year?

Yes.

Can I pay my fee the day of the Craft Show?

All fees must be paid when the application is submitted and must be in the form of a check or money order. We will no longer accept cash payments nor will we be accepting payment the day of the show. Your application fees reserve your spot in the show.

I wouldn't mind some extra exposure, how can I become a sponsor of the PHS Craft Fair?

Please email the Craft Fair Coordinator at craft.fair@phspts.org for a sponsorship opportunities package.

Will the venue take a percentage of my sales?

No.

Am I responsible for my own taxes?

Yes.

Will food be available at your fair?

Yes, we will have concessions available for purchase. If you are by yourself, we plan to have delivery options available. We will offer lunch delivery to Crafters. At set-up you will receive a Welcome Packet containing two lunch envelopes and instructions for ordering.

Is Wi-Fi available?

Yes, but there will be limited access. The school controls Internet access, therefore, we are not able to make any guarantees.

How large is your craft fair?

Last year we had about 110 booths rented for the show. We sold out and used an overflow area!

How do you promote the show?

We hang posters on community bulletin boards immediately, and post road signs the week of the show. We work diligently to get web and newspaper mentions. We also promote the event to our 3,500 email subscribers in our weekly PTSA electronic newsletter. In addition, we utilize the PTSA website and an active Facebook and Twitter page. We maintain a healthy working relationship with other major organizations within the Perry Hall High School community.

However, the show is only as successful as the vendors make it. We expect that all vendors will be working hard to promote the show to their own customers. Our entry fees are low so we need your help to advertise. "Like us" on Facebook, send emails to your customers, put the show web site in your email signature... anything you can do to drive traffic will bring more customers TO YOU.

Is there anything else I need to know?

Review the contract. All vendors are expected to abide by the terms and conditions as stated in the contract. If you fail to comply, depending on the severity, you may be asked to leave immediately and could possibly be banned from participating in future events.

The application deadline has passed. Will you accept my application?

We accept applications until all space is filled, however once the deadline has passed we cannot guarantee that your business will be included in the event program.