

Information for Vendors

(The craft fair is always the 1st Saturday in November from 9am-3pm)

For 2019 Craft Fair

Vendors can apply for spaces AFTER the 2019 application is emailed to the vendor distribution list in late July/early August 2019. Once your email address gets on the distribution list, it stays there (unless you ask to be removed) - so there is no need for you to ask to be added again each year. However, if you are new to our craft fair, you can email your name to the craft fair coordinator at CHcraftfair@gmail.com and ask to be added to the distribution list. When the 2019 application is emailed to all vendors, the application will also become available here on the website/ Facebook page.

Instructions for Last Year's Vendors: You will automatically receive an application by email in late July or early August. You are guaranteed the same space you had last year so long as your application & payment are received by Sept 15. After that deadline, your space is assigned 1st-come-1st-serve to a new vendor. Notice that the application has a place where you can request a different space than the one you had last year. Available spaces will be those that are left unclaimed by last year's vendors after the Sept 15 deadline. If you're interested in changing to a different space, send in your application as early as possible so you can be first in line among last year's vendors who want a new space (so are more likely to get your preference). Realize that you might not receive your space-assignment confirmation via email until after the Sept 15 deadline. Your check might not be deposited before that deadline either. If you would like to know for sure that your application and payment were received, simply email CHcraftfair@gmail.com to ask. The craft fair coordinator will be happy to let you know if it was received.

Instructions for New Vendors: If you did not have a space in last year's craft fair, you are considered a "new vendor". Applications are emailed to all vendors in late July or early August. You'll want to send in your completed application & payment as soon as possible after you receive it, so you can be first in line for the spaces that are left unclaimed by last year's vendors. Note: Last year's vendors get first dibs on the space they had last year. However, if they do not send in their application and payment by Sept 15, their space is given to the new vendor who is next in line based on the order of when new-vendor applications & payments were received. If you are not already on the email distribution list to receive an application, email your name to the fair coordinator at CHcraftfair@gmail.com and ask to be added. An application will be sent to you as soon

as it is available. Following the late July/early August emailing of applications, applications can also be printed from the website by clicking the link down below under the label in bold type that says "Application." Be aware that applications are not accepted prior to the late-July/early-August emailing of applications. All checks from new vendors are held until after space assignments are made following the Sept 15 deadline for last year's vendors. At that time, checks are either deposited or returned to the vendor if a space was not available. If you would like to know for sure that your application and payment were received, simply email CHcraftfair@gmail.com to ask. The craft fair coordinator will be happy to let you know if it was received.

Extensive Advertising about the Craft Fair is done via:

- Numerous local newspapers such as the Richmond Times Dispatch, Chesterfield Observer, Mechanicsville Weekly, Midlothian Exchange, Richmond.com, Comcast, Community Weekly, Style Weekly and the Village Mill (Brandermill's newspaper)
- Channels 12 and 6 carry event information
- Numerous roadway signs posted along Hull Street Road and other key locations in the surrounding area (31 signs) as well as banners at each entrance to the school's access road
- Flyers posted in all Chesterfield County Public Schools
- Mass phone call from the principal of Clover Hill HS to the homes of all Clover Hill HS students (called ParentLink)
- Mass email to all PTA families of Clover Hill HS
- PA announcements at home football games of Clover Hill HS
- Email to 155 vendors to pass on to their customers via email & Facebook

Space Description: Spaces are approximately 10' x 10' and are located in the school's gym and cafeteria/commons.

Table Rentals: If you like, you can rent an 8-foot table for \$15 per table. Just indicate how many tables you want on your application form. Include payment for the table(s) when you mail in your application. Your table(s) will be in your assigned space when you arrive to set up on the day of the fair.

Electricity: Some spaces have access to an electrical outlet which is helpful if you are selling lamps for example. It is not guaranteed that one of these spaces will be available to you since they are assigned first-come-first-serve. Please indicate on your application if you need electricity and every effort will be made to try to accommodate you. You will need to bring your own extension cord. Craft fair staff will tape down your cord with duct tape anywhere that it might pose a tripping hazard.

Raffle: A raffle brings an air of excitement and fun to a craft fair - and hopefully increases spending! It is also a great way for vendors to attract customer attention to their goods. Vendors who are willing to donate a raffle item (roughly \$15 value) can drop off their item at the raffle table when they arrive the morning of the craft fair. They should also attach a small card to their raffle item which states their name and/or business, space number and a brief description of the raffle item. This will make it easy

for customers viewing the raffle items to locate a vendor of special interest. The table displaying raffle items will be located in the cafeteria/commons at the entrance to the gym where everyone will see it. Raffle tickets (\$1 each) will be sold at the raffle table as well as in the entrance hall to the school by student volunteers walking through the crowds. Winners will be announced over the intercom every 10-15 minutes throughout the day until all items have been won. Winners must be present to win, and can pick whichever item delights them most from the raffle table.

Application: All vendors what want a space at the craft fair must complete an application form. The form asks for your contact information, what items you plan to sell, whether you need electricity or a rental table(s), and if you would be interested in donating an item to the raffle. In addition, last year's vendors are asked if they want the same space they had last year. Follow the instructions on the application which tell you to mail your application and payment for \$85 plus an optional \$15 per rental table using check or money order. The application & payment must be received by Sept 15 in order for last year's vendor to be guaranteed a space. After that deadline, unclaimed spaces are assigned to new vendors based on the order their applications & payments were received (i.e. first-come-first-serve).

Courtesy Reminder for Last Year's Vendors: As the Sept 15 deadline for last year's vendors draws near, a courtesy reminder via email will be sent to last year's vendors whose application & payment has not yet been received.

Space-Assignment Confirmation Notices: Following the Sept 15 deadline for last year's vendors, all vendors who submitted an application & payment will receive a confirmation notice via email. For those who are assigned a space, their confirmation notice will tell them the number of their space and whether it is located in the school gym or the cafeteria (also called Commons). Those who did not get a space will be placed on a wait list in hopes of getting a space when someone cancels. In the meantime, their check or money order will be mailed back to them.

Wait List: Once all spaces are taken, would-be vendors can ask to go on the wait list in hopes of getting a space if a vendor cancels. To get on the wait list, email your name, phone number, and a description of what you'd like to sell to the craft fair coordinator at CHcraftfair@gmail.com No application or payment is necessary. When a vendor with an assigned space subsequently cancels, the first vendor on the wait list will be given the space (first-come-first-serve). Payment will be due at that time.

Refunds:

- If you paid for a space but subsequently cancel, you will be refunded the \$85 you paid for your space unless you cancel on the Thursday or Friday before the craft fair (or the day of the craft fair itself). You will be refunded any money you paid for table(s) rental unless the order for rental tables has already been placed with the rental company. This order is usually placed 2-3 weeks before the craft fair.

- If your application and payment are received after all spaces have been assigned, you will be placed on the wait list and your check or money order will be mailed back to you.

Free Coffee During Set Up: A push cart will serve free coffee to vendors as a thank you for joining us. Free tea or hot chocolate are also available if you prefer.

Concession Stand is open from the beginning to the end of the craft fair (9am-3pm) and offers hot dogs, hamburgers, chips, drinks and candy.

Set Up Saturday Morning Before Fair Starts:

- The doors open for set up at 6:45am on Saturday (no earlier). Sometimes vendors ask if they can set up Friday night but that is not possible since the school is open Friday for activities besides the craft fair. Vendor belongings would not be secure.
- Be sure to bring a chair.
- Bring tables unless you prepaid for a rental table(s).
- Bring an extension cord if you requested to use electricity.
- Approach the school via Kelly Green Trail and park temporarily in the bus parking area close to the school.
- Craft fair staff/ students will help assist you in carrying your goods into the school through the nearest entrance which is a set of double doors marked with the number "9" on the glass between the doors.
- As you enter the school at entrance doors 9, check in at the Vendor Check-In Table just inside the doors.
- If your assigned space begins with the letter "G" your space is in the Gym. If it begins with a "C" it is in the Cafeteria (called the Commons).
- Once unloading is complete, you must move your vehicle from the bus parking area to other parking near by. Vendor vehicles left in the bus parking are at risk of being towed. Besides, you'll want your customers in the closest parking spots so they can easily run their purchases out to the car and come back in for more!
- To find your 10' x 10' space, look in the gym or cafeteria/commons for the sheet of paper taped to the floor that has your name on it.
- If you paid for a rental table(s), the table(s) will be in your assigned space when you arrive.
- If you are donating an item for the raffle, drop it off at the raffle table located in the cafeteria/commons at the entrance to the gym. Be sure to attach a small card to your raffle item which states your name and/or business name, space number and a brief description of the raffle item. The card will help shoppers who are interested in your raffle item to find their way to your space. Thank you for donating!
- Free coffee will be offered to you from a push cart that craft fair staff bring through the aisles. Tea or hot chocolate are also available if you prefer. We're so glad to have you!

Tear Down after 3pm:

- No disassembly of space or exit loading will be permitted prior to 3pm.

- You can move your vehicle close to the school entrances for loading any goods you still have left.
- Craft fair staff/ students will help assist you in carrying your goods out to your vehicle.

Spacing of Vendors Selling Similar Goods: A special effort is made to try to separate vendors of similar items. For example, two jewelry vendors would not be placed side by side but not guaranteed.

No Duplication of Vendors from the Same Company: Only one vendor per company is allowed for companies like Tupperware, Pampered Chef, Mary Kay Cosmetics, Longaberger Baskets, Scentsy Wickless Candles, Thirty-One Gifts, Silpada Jewelry, Paparazzi Accessories, Watkins Products, Gourmet Cupboard, Beijo Handbags, Clique Jewelry, Liberty Lady Designs, Tastefully Simple, Avon, BeautiControl, etc. By not allowing duplicates, last year's vendors are not subjected to direct competition within their same company and craft fair customers enjoy more shopping variety. New-vendor hopefuls from these companies should keep in mind that last year's vendor from their company might not return. If that happens (i.e. last year's vendor does not submit their application and payment by the Sept 15 deadline), the new vendor is in the running for unclaimed spaces first-come-first-serve. The best option for new-vendor hopefuls is to send in their application and payment as soon as possible so they can be first in line for unclaimed spaces. They just might get in. Worst case, they won't get in and their payment will be returned to them.

No animals except service animals are allowed in the school building
No weapons, knives or guns are allow on school property.

Still have a question?: Email the Fair Coordinator at CHcraftfair@gmail.com