



3ND ANNUAL HOLIDAY CRAFT FAIR

SATURDAY, NOVEMBER 11, 2017 from 9 am to 2 pm

Benefiting the athletics department at SCC Academy

Thank you for your interest in participating in our Holiday Craft Fair! We are delighted that you have chosen to sell your beautifully handmade treasures with us! We are looking forward to an amazing event this fall.

We are **UNDER NEW MANAGEMENT!** Yes, things are always changing and improving here at the Academy, and as a result, we are devoting extra resources to make sure our 2017 Annual Holiday Craft Fair is the best attended to date! **Our focus this season is to bring more foot traffic past your booth than ever before!** We have a committee of 6 individuals, who will be working as a team, marketing and promoting the event through the use of radio station event listings, roadside billboards, local community boards, online events listings, Facebook events, various flyer distributions and lawn signs for the 2 weeks preceding the event. Our Craft Fair will be advertised at local events such as (but not limited to) the Salem County Fair, Kids2Teens Resales, and the Septemberfest. Although we cannot guarantee the shoppers, we can guarantee that our marketing efforts this year will be extensive! We ask that you, also, will share in this advertising responsibility by posting our event flyer to your social media outlets, having paper flyers available and by inviting friends and family. *We have digital versions of the flyer we can email you for you to use to get the word out also!*

Set-Up / Clean-up: Our set-up and clean-up process has been updated. On the application, you have a choice to indicate when you plan to come to set up. We will have more student athletes available to assist with carrying your items to and from your car. Please arrive in time to be set up and ready for business **by 8:30 am**. We ask that you do not break down until event ends at 2:00 pm. **If you are unable to commit to this time schedule, please refrain from submitting an application.**

Food Court: We will have concessions available. You will be able to order ahead the week prior to the event via email. Watch your inbox for that!

Please keep in mind, this is a family-friendly event, and we reserve the right to ask you to remove items that would not be appropriate for such an environment.

We recognize that an abundance of exhibitors offering the same categories of merchandise (i.e. ceramics, jewelry, folk art, leather, floral arrangements, paper, fabrics, stained glass, candles, furniture, etc.) reduces the exhibitors profit through excessive competition. If a category is filled at the time of receipt of your application and photographs are received, or if merchandise is not suitable to the character of the event, photographs and payment will be returned promptly.

I look forward to meeting you and working with you! If you have any questions, please feel free to contact me.

Sincerely,

Mae Wagner

Director of Advancement

Salem County Christian Academy



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Exhibitor information

The SCC Academy Annual Craft Fair is a craft fair open to the public at no cost. We will host over 100 handcrafted items and culinary fair, which can be purchased throughout the day.

Date: Saturday, November 11, 2017

Time: 9:00am to 2:00pm

Location of event: Salem Community College ~ Davidow Hall & Fieldhouse

460 Hollywood Avenue, Carneys Point, NJ 08069

This is an indoor event. Rain or SHINE!

Registration Fee: \$40 per 10x8 space. *Registration fees will benefit the Salem County Christian Academy Athletics program and are non-refundable.* There will be a \$35 fee for any returned checks due to non-payment from your bank.

EXHIBITOR INFORMATION

Products: Handcrafted items only. **All products to be sold must be listed on the application** to avoid duplication of items among crafters.

Vendor selection: This is a juried event. Crafters must submit a photograph of your item to be sold in selected categories. Photos of your display are also welcome.

Registration: All exhibitors must mail their registration forms to be received no later than November 1, 2017. Registrations received after this date will only be accepted at the discretion of the Craft Fair Committee.

Set-Up: Friday 7 – 9 pm; Saturday 7 am – 8:30 am

We have two times that we provide for set up for the event. Friday evening is strongly encouraged as it will give you the most time to spend on your display area. Friday is 7 pm – 9 pm. Saturday morning our doors will open at 9 am to the public and we ask that you are set up and ready by 8:30 am. We will be there at 7 am to register any exhibitors that had not checked in on Friday evening.

Clean Up:

All exhibitor material and equipment must be cleared out by 5 pm on Saturday. Please remember that you may not begin packing up until after the event ends at 2 pm. Exhibitors who pack up prior to this time, without making arrangements with the organizers, may not be invited back at future events.

PLEASE NOTE: Your vendor registration is not confirmed until we are in receipt of your payment. All applications should be submitted prior to November 1st .

Spaces: *Main Floor* 10' deep x 8' wide ---- Please bring your own table and chairs.

Ancillary Spaces (hallways, lobby, or upper deck) are 8' wide x 4' deep. If your exhibit interferes with walking traffic, we will ask you to move or redesign your display.

Contact: Mae Wagner via cell 856-265-5461 or e-mail me: CraftFair@SCCANJ.org

Complete the application and mail to:

Salem County Christian Academy

Attention: Mae Wagner

104 Sparks Avenue, Pennsville, NJ 08070

****Make checks payable to SCC Academy****



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Please complete and return this registration form along with your check and photographs of your handmade item(s) to:
C/O Mae Wagner, SCC Academy, 104 Sparks Avenue, Pennsville, NJ 08070.

Registration deadline: November 1, 2017

Business Name		
Exhibitor Name:		
Address:		
City	State	Zip
Phone Number	Mobile Phone	
E-mail address:		
Website URL http://		
Item Description <i>Booth holder MUST handcraft your own items.</i>		
Price Range of items:		

Registration Fees:

EXHIBIT	PRICE	QUANTITY	AMOUNT
Main Floor	\$40		
Ancillary Spaces*	\$30		
Electricity*	\$5		
Table Rental*	\$5		

For office use only

Booth #	Location

Setup Choice: Friday 7 pm – 8 pm Saturday 7 am – 8:30 am

TERMS AND CONDITIONS:

Handmade items only. No kits, imports or manufactured items will be allowed. This is a juried event screened for quality and compliance. *Limited spaces, table and electricity available – first come first serve basis. Exhibitor must set up by 8:30 am the day of the event within the allocated space. Late arrivals will not be permitted to set up after 8 am on Saturday. Since customers tend to linger at quality events, exhibitors may not begin packing up until 2 pm on the day of the event. Remember the last dollar of sales is just as good as the first! Each exhibitor is responsible for cleaning up his or her own area and removal of any trash. The main lobby of the hall has carpeted areas and exhibitors must take care to not damage any of the floor. All items must be handcrafted – no exceptions! The event committee reserves the right to ask an exhibitor to remove any item that is not handcrafted or does not fit within the character of the event.

I, the exhibitor, have read and do understand the terms and conditions as outlined above and on any supplemental page. I will perform the work involved in this event at my own risk. I shall indemnify Salem County Christian Academy and the volunteers from this organization from any and all claims demands, losses, liability, damages or expenses, arising in any way from my involvement in this event.

Signature: _____

Date: _____