



# 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 cafeteria.

### **When is the Winter Arts & Crafts Fair being held?**

The Winter Arts & Crafts will be held on Sunday, December 8, 2024.

### **When can I visit the fair?**

Doors will open at 11:00 AM. The fair will be over at 3:00 PM.

### **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 all will be volunteering at the fair. Students will earn student service learning hours.

### **What happens to the proceeds?**

Proceeds help fund Perry Hall High School PTSA initiatives including scholarships for seniors, student recognition activities, class-specific priorities, and other PTSA programs that benefit students and staff of the high school.

## For Customers

### **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?**

A directory will be provided 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 and a brief description of the type of items they sell. We will do our best to maintain a list of vendors that have been accepted on the PTSA's website—[www.phhsptsa.org](http://www.phhsptsa.org).

**Can I bring my stroller?** Yes, however, be advised that our aisles are crowded due to the number of vendors and guests. The Craft Fair takes place in both the cafeteria and the gym. An elevator is available for those with strollers.

### **Is the show handicap accessible?**

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

### **I would like to have a booth next year. How do I sign up?**

Watch the PTSA website for details, or use the link on the seller registration site to add yourself to our interested vendors list. We will send out an email when the vendor application is available for next year.

### **Can I volunteer to help at the Fair?**

Of course! Please email our Craft Fair Coordinator at [coordinator@perryhallcraftfair.org](mailto:coordinator@perryhallcraftfair.org) for information.

## For Crafters & Vendors

### **How large is each booth?**

We offer three sizes: small (6'x8' or 8'x6'), large (8'x10' or 10'x8') and extra large (XL) (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 Exhibitor Locations handout on our vendor registration website for details — [perryhallcraftfair.org](http://perryhallcraftfair.org).

### **What are the hours to set up the booths?**

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

### **How and where do I unload my vehicle?**

This answer depends on the location of your booth. Vendors will be located in both the cafeteria and the gym. Both locations will have designated unloading zones. Vendors who are in the cafeteria will unload at designated entrances in front of the building. Vendors who are in the gym will drive around the back of the building to their assigned entrance to the gym and unload there. For those vendors who do not have a lot to transport and prefer not to enter via the gym entrances, the Fine Arts Lobby entrance on the side of the building may be used as well. More details about where you will need to go, when, and the process for vendor check-in will be sent out to vendors as the Craft Fair nears. 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 their 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?**

Vendors will be contacted with specific information about how and when they will need to check-in. **It is very important that you watch your email closely in the weeks before the event for important details about our check-in process.** As in the past, we will have a limited number of carts and hand trucks available for your use. If you have one, please bring it and make sure it is marked with your name and contact information! Volunteers will be available to assist you. Immediately after you unload, it is important that you move your vehicle to your designated parking area.

**Are tables and chairs available?** Yes, a limited number of tables and chairs are available to rent for the day but must be RESERVED ahead of time. Refer to the vendor registration website for pricing and to make arrangements.

**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
- Mix of arts and crafts types
- Appropriateness for a PTSA-sponsored event.

### **Do you accept vendors that sell items other than 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. All food items sold must be intended and packaged for off-site consumption. 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 registration is complete once you have received a personalized email from the Craft Fair Coordinator confirming your acceptance—this is different than the automated acknowledgement of payment.

**May I request a specific space location?**

Vendors will be able to select and reserve the booth they want online at [www.seller.perryhallcraftfair.org](http://www.seller.perryhallcraftfair.org). Locations can be purchased at the time of reservation via credit card or PayPal payment.

**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 in advance. Your application fees reserve your spot in the show.

**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 limited concessions for purchase and are exploring a pre-order lunch option for vendors. More information will follow by e-mail. If you are by yourself, we are happy to deliver to your location.

**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 the Craft Fair?**

Most years we rent more than 100 booths and have a vendor waiting list.

**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 several thousand e-mail subscribers to our PTSA electronic newsletter. In addition, we utilize the PTSA website and an active Facebook page as well as purchase online ads. However, the show is only as successful as the vendors make it. We expect that all vendors will work hard to promote the show to their own customers. We invite you to "Like us" on Facebook; send e-mails to your customers; and put the show website in your e-mail signature. Anything you can do to drive traffic will bring more customers TO YOU.

**Is there anything else I need to know?**

All vendors are expected to abide by the terms and conditions stated in the Craft Fair 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. Once the deadline has passed, however, we cannot guarantee that your business will be included in the event directory or any other promotional materials that may be produced.

**I was able to purchase an ad in your program in previous years. Is this still an option?**

No, we no longer take vendor advertisements. Each vendor will have their business name listed, booth location, a brief service description and limited contact information listed in our event program so customers can find them at the Craft Fair and follow up later if they choose.