

St. Timothy 2009 Craft Fair Registration Form

Saturday, November 21, 2009

9:00am-3:00pm

Name: _____

Business Name: _____

Phone: _____ E-Mail: _____

Address: _____

City: _____ State: _____ Zip code: _____

Description of craft(s) for the craft fair program, 10 words max. please:

Please check which category best describes your craft:

<input type="checkbox"/> Home décor	<input type="checkbox"/> Christmas theme	<input type="checkbox"/> Needlework
<input type="checkbox"/> Ceramics	<input type="checkbox"/> Children's items	<input type="checkbox"/> Fashion
<input type="checkbox"/> Food/Cooking	<input type="checkbox"/> Jewelry	<input type="checkbox"/> Fine Art
<input type="checkbox"/> Religious	<input type="checkbox"/> Papercrafts	<input type="checkbox"/> Other

BOOTH SPACE (4 ft by 8ft)

____ # of spaces need (\$75.00) before February 28, 2009

Original space is guaranteed until February 28, 2009 after which we may offer to other crafters.

It is the responsibility of the crafter to send registration on time.

New Crafters-Only one space and one table permitted in gym/cafeteria

____ # of spaces needed (\$85.00) after February 28, 2009

I am a previous crafter and would prefer my original booth space # _____.

I am a new crafter or I would like to change my booth to:

____ Classroom Preschool Wing (previously called primary wing)

____ Classroom Elementary School Wing (previously called middle school wing)

____ Gym/Cafeteria

TABLE RENTAL (only 1 table rental per space)

____ # of 6 foot tables needed (\$15.00)

____ # of 8 foot tables needed (\$20.00)

OTHER

____ I will be able to donate a craft for the raffle.

____ I would like to set-up Friday night. (5:30pm-8:30pm)

____ I will need electricity.

Comments _____

Please make checks payable to "ST. TIMOTHY PTO" and send payment with this registration form to:

St. Timothy School
2009 St. Timothy Fall Craft Fair Chairperson
13809 Poplar Tree Road
Chantilly, VA 20151

If you have any questions, please refer to our website for Craft Fair General Information

(www.sainttimothyschool.org). Please supply self addressed stamped envelope for confirmation otherwise, you will receive an email or phone call.

ST. TIMOTHY SCHOOL 29th ANNUAL CRAFT FAIR
SATURDAY, NOVEMBER 21, 2009
9:00am – 3:00 pm

GENERAL INFORMATION

SHOW HOURS: Advertised show hours will be from 9:00 AM to 3 PM. Please have displays ready by 8:15 AM. If a space is vacant at 8:15 AM, we reserve the right to use that space.

SET-UP: The school will be open at 6:45 AM. Set-up time on Friday evening is available from 5:30 PM-8:30 PM. If your booth space is in a classroom you must NOT MOVE furniture! Set-up after the appointed time and removal prior to 3:00 PM WILL NOT BE PERMITTED. A tablecloth or other covering is REQUIRED in order to make displays as attractive as possible. Unloading time at the front of the school should be short for the convenience of all the crafters and until 8:00 AM.

EXHIBITOR PARKING: Crafters may unload in front of the school. After unloading, please park in the grassy area behind the school as well as the parking lots farthest from the school to allow for more spaces for YOUR patrons. .

SPACE RENTAL: Spaces (Size 4' x 8') are available for **EARLY BIRD REGISTRATION** for a \$75.00 fee for registrations before February 28, 2009. (**After February 28, 2009 the space fee will increase to \$85.00**) In addition to the leased space, St. Timothy Craft Fair will provide: planned advertising, promotion, and publicity covering the show, a listing of exhibitors, crafts, and space location in our fair directory. Tables may be rented at an additional fee of \$15 and \$20 for 6 foot and 8 foot table respectively.

ELECTRICITY: Limited spaces with electricity are available. You must provide your own extension cords. If for any reason the cord will cross an aisle, it must be taped to the floor using painter's tape and covered completely.

CRAFTS: ALL items must be **HANDMADE** by the exhibitor. We take this very seriously. No commercial sales is acceptable, ie Tupperware, Pampered Chef, Creative Memories, Tastefully Simple, etc. Please try to work on your craft during the fair, as this adds interest to the show, as well as promotes your work.

RAFFLE: In the past, we have been blessed with generous donations from our crafters for the Fair Raffle. We are again asking each crafter for a donation of one of their wares. Please indicate this on the attached registration form. On fair day, one of our committee persons will be around to collect your donation. Please attach a business card or other identification to your donation, along with your booth space number.

FOOD: Refreshments will be on sale throughout the day in the school cafeteria and the elementary school wing. Complimentary coffee will be provided for crafters until 8:00am.

BUILDING REGULATIONS: NO smoking or alcoholic beverages will be permitted.

COURTESY: Crafters MUST stay within their designated space markers. Small children must be attended at all times, for their safety, as well as out of respect for the property of other exhibitors. St. Timothy's does not provide childcare. Exhibitors are responsible for cleaning and disposal of all trash from their area.

CANCELLATIONS: Crafters may receive a refund before October 1, 2009. There is a \$15.00 fee for returned checks.

DIRECTIONS to St. Timothy School-13809 Poplar Tree Rd, Chantilly, Virginia (703) 378-6932:

FROM THE BELTWAY: Take the exit for I-66 West. Take 4th exit off I-66 marked Fairfax County Parkway North (7100). At the first light, turn left onto Fair Lakes Parkway. Proceed approximately 2 miles. Turn right onto Stringfellow Road. Turn left onto Poplar Tree Road. The school is 0.7 mile on the left.

FROM ROUTE 50: Turn onto Stringfellow Road. (If you are going west it will be a left, if you are heading east it will be a right.) At the first light turn right onto Poplar Tree Road. The school will be 0.7 miles on the left.