

June 24, 2024

Dear Crafter

The 2024 Schalmont Craft Fair Committee would like to extend to you an invitation to join us for this fall's exciting event planned for Saturday, November 2nd from 10:00 am to 3:00 pm. We are looking forward to another successful and prosperous craft fair.

As many of you know, we try to provide you with an upscale fair by asking crafters to qualify by sending photos of their **HANDCRAFTED** items. We do remind all that to qualify as **HANDCRAFTED, some portion of the craft(s) at your booth needs to have been handcrafted by the crafter.** If you participated in the 2023 Craft Fair or previous and there have been no changes in your crafts, we have your photos on file and you do not need to send additional photos. In addition, we are again asking that tables be draped on three sides.

Advertising is a priority for both Schalmont and you, the crafter. We will be advertising with local signs, in the local paper, and social media sites. To get the word out further, we feel free to share the Craft Fair on your social media sites.

Enclosed you will find our information sheet and registration form. If you have any further questions, please do not hesitate to email us at the addresses listed below. Please leave your contact information and we will get in touch with you as soon as possible.

Sincerely

2024 Craft Fair Committee

Michele Guzek

mguzek@schalmont.net

Molly Brown

mbrown@schalmont.net

Patrick Houlihan

phoulihan@schalmont.net

Matthew Goebel

mgoebel@schalmont.net

Schalmont High School

Annual Craft Fair Information

Where: Schalmont High School

1 Sabre Drive (off Duanesburg Road)

Schenectady, NY 12306

Take Exit 25A from the NYS Thruway to I-88, then take Exit 25 (first exit); at top of ramp, turn left and proceed to traffic light; turn left onto Duanesburg Road; school is at next traffic light.

When: Saturday, November 2, 2024 10:00 am to 3:00 pm

Set-up: Set up begins at 8:00 am. Two chairs will be provided per space. You will need to bring your own table(s) and table covering. **Tables must be draped to the floor on 3 sides.** Student volunteers will assist **beginning at 8:00 am.**

Breakdown: Breakdown **MAY NOT** begin **before 3:00 pm.** Again, we will try to have student volunteers available to assist.

Registration: Registration deadline is October 14, 2024 or until filled.

A **non-refundable fee of \$40.00** for each space (approximately 8 ft x 10 ft); **electricity** is available on a first-come, first-served basis for an additional **fee of \$3.00.**

Publicity: Pertinent information will appear in the community section of the local news websites, on all Schalmont social media sites, paid advertising will appear in local newspapers. Prominent signs will be displayed in front of the high school, at local busy intersections and at the "five corners" intersection prior to the fair.

Items: **All items for sale MUST demonstrate some type of handcrafting by the craft person on the item. No vendors, flea market or garage sale items will be allowed.** We reserve the right to approve craft items. Craft categories will be taken based on your registration date with the attempt to avoid too many crafters in one category.

Refreshments: Concession items will be sold for breakfast and lunch. One complimentary cup of coffee and doughnut will be provided for each booth, and there will be volunteers to serve refreshments for your convenience. We request that you be cheerful with our volunteers.

General: Booth space against the wall may be requested and all spaces will be assigned on a **first-come, first-served basis.** Booth locations will be based on your registration date and at the discretion of the Craft Fair Committee. Confirmations will be made during October; at that time you will receive detailed instructions for parking and booth location. **If possible, confirmations will be emailed to you so please provide a working email address if that is possible.**

Contact: Email (on letter-page 1 of packet) or call Ryan Little 355-6110 Ext 3137 ; please leave your name and phone number.

**SCHALMONT HIGH SCHOOL ANNUAL CRAFT FAIR
Registration Form**

Name _____

Address _____

City/State/Zip Code _____

Phone Number _____ E-mail _____

Describe all crafts in detail that will be in your booth in addition to sending photos of your work (if not on file):

of booths @ \$40.00 _____

Electricity @ \$3.00/booth _____ (Please provide your own lead cords)

Total amount enclosed _____

Please make checks payable to Schalmont High School Class of 2025

The undersigned agrees that neither Schalmont Central School District nor the Class of 2025, the advisors of the class or the coordinator of this event have assumed any obligation to the undersigned for any claim for loss or damage to property or for personal injury arising out of or resulting from the undersigned's participation in the Craft Fair to be held on Saturday, November 2, 2024.

Signed _____ Date _____

Booth location assignments are determined in order of forms postmarked and received. Please mail completed form as soon as possible to:

**Schalmont Central Schools
4 Sabre Drive
Schenectady, NY 12306**

Attention: Craft Fair