

Announcing the Johnstown High School PTSA
5th Annual PTSA Spring Craft Fair

Dear Vendor:

The Johnstown High School PTSA is busy planning their Spring Craft Fair! Our fair is scheduled for Saturday, March 10, 2012, from 10:00 a.m. until 3:00 pm. Our school is located at 1 Sir Bills Circle, Johnstown, NY off Route 29. We are approximately 10 minutes away from the Exit 28 on the New York State Thruway.

Your application must be submitted with a \$45 non-refundable deposit in order to reserve a space. The space is approximately 10 ft. by 10 ft. No space is reserved or assigned until payment has been received. Please note there will be a limited number of spaces with electricity available. If you require electricity, please check the box on the contract. We cannot guarantee electricity. Spaces are reserved and assigned on a first-come, first-served basis, so send back your application and check **AS SOON AS POSSIBLE!** Please enclose a self-addressed, stamped envelope with your application so that we can send a confirmation letter and space assignment to you in February.

Enclosed with this letter you will find an application and our Terms and Conditions. Please read them carefully.

Confirmation letters will be sent to you in February. With that letter we will send details about check-in, parking, unloading/loading procedure, the PTSA Bake Sale and any raffles.

We are currently working on ads and announcements for this fundraiser to be a big success. Please join us!

SEND BACK IMMEDIATELY AS LAST YEAR'S FAIR FILLED UP QUICKLY

- Your application
- A \$45 check payable to Johnstown High School PTSA
- A Self-Addressed, Stamped Envelope to:

Johnstown High School PTSA
Craft Fair Committee
1 Sir Bills Circle
Johnstown, NY 12095

Sincerely,
Johnstown High School PTSA
Craft Fair Committee

**Johnstown High School PTSA Craft Fair 2012
Terms and Conditions**

Deposits for space rentals are non-refundable. A check must be received before any space will be reserved for a vendor.

We would like our craft fair to have a hand crafted theme. All items sold must be hand made, hand embellished, or home grown by the vendor. Please do not attempt to sell items that have been purchased and re-packaged or labeled. Craft items that are purchased and embellished by painting, stenciling, sewing, etc. are welcome, as we understand that the artwork is the craft. We love food, as long as it is homemade and prepared fresh for craft fair sales.

We will have a section dedicated to home-based businesses, which is the only exception to the hand crafted rule.

All vendors must have their tax identification numbers at their booths.

All displays must be free-standing. You may not attach anything to walls. Areas will be marked with tape. All tables, shelves, displays, chairs, etc. must be within the marked area. Boxes and coolers should be placed under tables and out of designated walkways. This rule will be enforced so that walkways will remain unencumbered. Doors to classrooms will be locked and are not available to vendors.

After unloading, every vendor and volunteer must relocate to the Warren Street Parking Lot, next to the High School. There will be shuttle service for those vendors in need of one. If there are no spaces available, your customers may go looking for a garage sale instead.



**Spring
 Craft Fair
 Saturday, March 10, 2012
 10:00 AM - 3:00 PM
 Sponsored by
 Johnstown High School PTSA
 1 Sir Bills Circle
 Johnstown, NY 12095**

Vendor Application

Vendor Name: _____

Contact Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ e-mail: _____

Items that you will be selling: _____

Do you need electricity (please check one) yes_____ no_____

* - Please note - you will need to provide your own extension cords.
 In order to ensure your application for space, please send completed applica-
 tion with your payment of \$45 (checks made out to Johnstown High School
 PTSA) by February 10, 2012 to: Johnstown High School PTSA, Craft Fair Com-
 mittee, 1 Sir Bills Circle, Johnstown, NY 12095. Vendors will be notified by mail
 of application acceptance.

Any Questions? Please contact Carm Anagnostopulos via email at
 canagnostopulos@johnstownschoools.org or call (518) 762-5389.

