

HYRD CRAFT FAIR RULES AND REGULATIONS 2015

- Fair is December 5, 2015 at the Halifax Elementary School Gymnasium Set up will start at 8:30 am, no earlier please.
- Crafters/vendors wanting to sell food items: this event is Family Friendly and the students within the school and their families will be invited therefore we need to follow similar guidelines as our school events. Which means: Due to food allergies all food and ingredients that you put out must be labeled. Also anyone representing food business can only offer cold, non-liquid food and they can't sell their food. Small sample trays may be put out at your table but again must not be liquid, must be cold items, not for sale, and must be labeled with ingredients. The Halifax Youth and Recreation Department will be selling hot foods, drinks, and candy. Since the Fair is being held to benefit the Friends of Hops group and Halifax Youth and Recreation Department all funds that the Department accumulates from this fair will benefit them and the rebuilding of the HOPS Playground.
- A non-refundable space fee of \$30 per space, \$60 for double space (6 each feet). This is based ***per business***. There are no splitting costs with another Crafter or Vendor. This fee will be donated to the Hops for Halifax Committee and will help rebuild our Park. * If you need additional space, consider purchasing 2 table spaces. Spaces are side by side.
- Please bring your own table if you have one (6 ft limit per space). If you need to rent a table please indicate this on the application below.
- Table Rental is \$10 per table maximum of 2 tables per crafter/vendor. Chair rental is \$5 per pair of chairs with a 2 chair per table maximum. Please RESERVE THESE IN ADVANCE also first come first serve. These fees will be donated to the Hops for Halifax Committee and will help rebuild our Park.
- **A raffle item in the minimum value of \$10 gift certificate, gift card, or scratch tickets of any amount is required for our raffle table. Raffles must not be a craft or vendor item however you may put a business coupon or business card along with your raffle item. No cash please and please turn it in upon check in the day of the fair.**
- Any small additional racks or displays are allowed but must be approved before the fair begins. Please be considerate of other vendors and their space. Keep walkways clear. Racks must not be any bigger than 35" wX68" hX17" d.
- Crafters and Vendors will be checking with Staff/Christine Herrick/Mr.Steele on the morning of the fair.

- We will only accept 1 of each vendor and up to 2 jewelers also only 1 sales representative per crafter/vendor (i.e. Mary Kay, Avon, 31 Gifts, etc.) All Vendors and Crafters must be reviewed and approved by the HYRD Director and Program Coordinator. Also Confirmation will not be made and Spaces will not be reserved until payment has been received.
- No electrical outlets are available however battery boards are ok.
- Spaces, Table and Chairs are available on a 1st come, 1st serve basis and will not be held without a payment. This event will be going on throughout the building and HYRD will assign the space. Once payment and application is received, special requests will be confirmed but can't be guaranteed. YOU MUST INDICATE ANY SPECIAL REQUESTS ON YOUR APPLICATION, NOT BY PHONE OR EMAIL.
- After you unload your items, please park in any available parking space.
- Please explain clearly any additional costs and why the customer must pay them (shipping & handling etc.)
- When your check and signed application are received you will be emailed a confirmation letter. Your space is not guaranteed until application and check are received. Please bring your confirmation letter with you to sign in.
- All Registration Payments, Table and Chair payments are **NON-REFUNDABLE** even if you can no longer attend the fair.
- Please bring your confirmation letter with you day of the fair.

If you have any questions, please email Christine @ Christiey831@aol.com or can call Mr. Steele or Christine Herrick 781-294-1215.