



New Vendor Application

35th Annual Bow PTO Craft Fair

Saturday, November 22, 2014

Bow High School

9:30 am – 3 pm

Vendor Information:

Requester's Name	
Address	
Phone #	
Email Address	
Product Description	
Comments	

2014 Vendor Requirements:

	Price PER	Qty	Total Price
Space - Bow Resident	\$55.00		
Space - Non-Resident	\$60.00		
Table	\$12.00		
Electricity**	\$7.00		
** If available		TOTAL	

DO NOT SEND IN A CHECK until you receive an email confirming you as an accepted vendor.

NOTE: Rules and Guidelines are on page 2. Please consider the environment and only print the application itself.

I have read and agree to adhere to the rules and guidelines, should I be selected as a vendor.

For Office Use Only:

Check # & Amount:	Cash Amount:	# Spaces:
TABLE? Y N	ELECTRICITY? Y N	ASSIGNED SPACES:

Craft Fair General Info:

- All items **MUST** be handmade, in the USA, by the vendor. We do not accept mass produced, buy/sell items, sales reps for Pampered Chef, Mary Kay, etc., or flea market items. **The Bow Craft Fair prides itself on displaying the handcrafted workmanship of New England's finest artisans.**
- Spaces are 8' x 8'. *Vendors are not allowed to flow outside of their allotted space into other vendor space or the aisles. No exceptions will be made.*
- There are a total of 154 spaces; 16 for food items in cafe / 138 for all other crafts spread across the foyer, small gym and large gym.
- A maximum of 2 spaces are allowed per vendor.
- Tables are available, for an additional fee.
- Electricity is available, for a fee. However, it is very limited. Electricity is awarded on a first requested basis.
- 2 people may submit one application to share a space. However, if the committee does not select one of crafters on that application, the rejection will be for both applicants.
- To ensure the fair and the vendors are successful; we at the Bow Craft Fair limit how many vendors there are selling the same type of craft. We are always looking for new and unique.
- Set up is from 6pm to 9 pm the evening before. If you need to set up the following morning from 7am-9am, you must let us know so we can make arrangements.
- The Craft Fair provides student volunteers to help the vendors bring in their items.
- Vendors, once set up, are to park in the rear of the building.
- Food items are limited to the cafeteria. No exceptions are made.
- **We also have a craft raffle during our event which only contains items from the vendors at that year's show. Vendors are encouraged to donate an item.**

How it Works:

- Vendors committing to return from the previous year, receive first consideration, as long as they meet the deadline of December 31st. Applications received after January 1st, will be considered as a new applicant.
- New applicants are welcomed after January 1st.
- New applicants are submitting for the spaces freed by previous vendors deciding not to return the following year.
- The Bow Craft Fair Committee meets in June to select the new vendors.
- If required, we will meet again in September, if a) there are any last minute vacated slots and b) have not been able to fill a handful of spots due to a shortage of a particular type of craft.
- Payment is due in full, no later than September 1st.
- No refunds will be given after September 1st.
- There will be a \$25 service charge on all returned checks.

New Applicant Information:

- All applications **MUST** be received in hard copy form, accompanied by hard copy photos, sent to our PO Box. If sent via email, your application **will not** be considered.
- **DO NOT** send in a check with your application.
- You will receive an email on the Committees decision, once it is made.

Contact Info:

- Email: bowcraftfair@yahoo.com
- Mailing Address: Bow PTO Craft Fair, PO Box 10008, Concord, NH 03302
- Checks Made Payable To: BOW PTO