

# New Vender Application

**37<sup>th</sup> Annual Bow PTO Craft Fair**  
**Saturday, November 19, 2016**

**Bow High School**

**9:30 am – 3 pm**



## Vender Information:

Exhibiter's Name	
Address	
Phone #	
Email Address (print clearly)	
Product Description	
Pricing Average	
Comments Welcomed Here:	

## 2015 Pricing:

Vendor Requirements	Price PER	Qty	Total Price
Space - Bow/Dunbarton 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 and email confirming you as a vendor.**

**Hard copies of the application, with photographs of your craft, can be sent to:**

**BOW PTO**

**PO Box 10008**

**Concord, NH 03302**

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

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

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 spaces or the aisles, which will then violate fire codes. All exits are to be clear. 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. We do not tolerate two crafters adjoining their spaces to create a "store front".
- Tables are available, for an additional fee. They are 8' x 3'.
- 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.
- If you are not accepted into that year's fair, and are interested in being considered for the following year, you **MUST** submit a new application after January 1st. We also do not have a waiting list.
- 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 6:30 to 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.
- The Bow PTO and the Bow School District are not responsible for lost or stolen items.
- 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 years 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/July 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.