

Christian Brothers Academy 14th Annual Craft Fair
Saturday, November 19, 2011
VENDOR INFORMATION SUMMARY

All work must be handcrafted by the artist signing the contract. No imported work is allowed. New crafters' work must be previewed and must be representative of all items brought to the Craft Fair. Items not previewed may not be displayed for sale – please send photos or contact Kim Williams, Craft Fair Coordinator, preferably by email at craftfair@cbaalbany.org or 487-1664.

The Craft Fair committee reserves the right to limit quantity of crafters within a particular category, to determine the appropriateness of an item, and ask for removal if necessary on the day of the fair.

As the crafter assumes all risks and responsibilities for their personal safety and loss or damage to personal property, we strongly recommend that all exhibitors carry insurance for protection against such loss.

Exhibitors are responsible for collecting and reporting all sales tax. All exhibitors selling their work must have a NYS tax ID#, and the certificate of Authority must be displayed at the Craft Fair.

Space Size: We cannot accommodate pop-up tents in any of our spaces. We will assign vendors to spaces in either of the following sections:

- Gym spaces: 9' wide by 10 ½' deep.
- Hallway spaces: 16' wide by 4' deep (Junior High) or 18' wide by 4' deep (Senior High)
- Library: approximately 8' wide by 8' deep
- Science Lab: approximately 8' wide by 8' deep
- Cafeteria: 16' wide by 4-5' deep
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8' tables are available upon request for an additional fee of \$10.00 each (with a maximum of 2 tables per vendor). A maximum of 2 chairs will be provided as requested on contract for no additional fee. Electricity is limited, so please only request an electrical spot if it is necessary for your craft. You must supply your own electrical extension. For safety reasons, we try to avoid assigning vendors requiring electricity to the inner spaces of the gym area.

Fee: \$60.00 per space (non-refundable after September 1, 2011)

Approximately **147 spaces** are available

All crafters are required to donate one item (valued at \$15) to benefit the CBA Mothers Association. The item will be used at their discretion for our annual Craft Fair Drawing, thank you gifts, and door prizes at other events

Space Reservation:

Returning crafters receive priority consideration for a guaranteed space in 2011, as follows:

If the Vendor Contract is returned by December 1, 2010, the returning crafter will be guaranteed the same space as this year, or a space of his/her choice. In the event of more than one request for a particular space, priority will be given to the current year space holder.

If the Vendor Contract is returned by March 1, 2011, the returning crafter will be guaranteed a space in next year's fair—not necessarily the same space—though by and large we have usually been able to accommodate your requests. .

If you return your Vendor Contract to us after March 1, 2011, your request will be accepted in the order it is received and also with consideration to our availability to date and the need to balance an appropriate variety of vendors.

New crafters: Contracts with payment in full received by March 1st will be guaranteed a space in 2011, provided availability, after prioritizing all returning crafters. All other applications received after **March 1, 2011** will be accepted in the order in which they are received, subject to continued availability.

Confirmation of space numbers will be made on or about October 1, 2011 via a postcard from the Craft Fair Coordinator.

Contacting the Craft Fair and Confirmation: For the 2010 fair, we began utilizing electronic communication and will continue to use this as our preferred method of communication.. Our website (www.cbaalbany.org) will have a constant Craft Fair link. To contact the Craft Fair Coordinator, email Kim Williams at craftfair@cbaalbany.org. Further confirmation will be via email. We will, of course, use US mail for those without electronic communication capabilities.

Set Up Times: Friday, November 18, 2011 from 4PM to 7PM and Saturday, November 19, 2011 starting at 6:30AM. Cadet assistance will be available Friday evening and Saturday morning for set up as well as Saturday evening for reloading vehicles.

Reminder: The facility and grounds at CBA are non-smoking areas.