



Assumption Regional Catholic School welcomes you to the **34<sup>th</sup> Annual Christmas Craft Fair!** Thank you for your support of your school!

The 2024 Christmas Craft Fair will take place Saturday, November 16 from 9 am - 5pm.

To streamline event organization, we are making some minor changes to our application process and fair opportunities. Please review the below information and regulations. Any questions can be sent to [craftfair@arcsgalloway.org](mailto:craftfair@arcsgalloway.org).

With our effort and yours, we can continue to make this one of the best craft fairs in the area! Please keep in mind the following rules so we can have another successful year.

### **APPLICATIONS:**

Looking at local craft fair trends and in support of local crafters, this year, we are moving to a **CRAFTS ONLY** fair. **ALL items must be handmade** – no direct sales, manufactured or purchased items will be allowed. We look forward to sharing your wonderful, handmade items with our customers!

Applications will be processed in the order in which they are received and completed. Spaces will be assigned accordingly, taking into consideration any upgrades (end spot, electric accessibility).

Your space is not secured until the ARCS Craft Fair Committee confirms your complete application and acceptance. Applications are not complete without photos of your hand crafted items and full payment.

Payment can be made:

- through the ARCS Craft Fair application page via credit card (please note: a convenience fee of 4% will apply)
- by check (made payable to Assumption Regional Catholic School MEMO Craft Fair). *Please include your name and phone number on the check.*  
Checks can be mailed to: ARCS Attn: Craft Fair 146 S. Pitney Rd. Galloway, NJ, 08205
- By credit card: please call ARCS 609-652-7134

Please make note of any special accommodations, e.g. handicapped parking. Due to reorganization of our layout and to application process, crafter spaces will be assigned based on the timeline in which applications are completed and any additional add-ons (end space, electric). Requests may be considered but will not be guaranteed.

### **SPACE RENTAL DETAILS:**

Crafter spacers are **8 ft. wide by 5 ft. deep**. Spaces will fit one 8' table. Other set up configurations are welcome (eg. 6' table, hanging racks, etc) but **MUST FIT** within the confines of the space.

A limited number of end spots are available and include an extra 4' of space. Dimensions of end spaces are **12 ft. wide by 5 ft. deep**. Display **MUST FIT** within the confines of the space.

For the safety of all attending, **no products, display structures, tables or chairs may be placed outside of your allotted space.**

### **ADD ON RENTALS:**

- A limited number of tables are available to rent at the cost of \$15/table. Tables are 8 ft. or 6ft. depending on availability. Tables will be offered first-come first-served.
- Electric Accessibility is available for \$20.
- A limited number of end spaces are available for an \$25. End spaces are an additional 4ft wide for total dimensions of 12 ft. wide by 5 ft. deep
- Chairs will be provided free of charge to those who request them.

### **Logistics:**

Crafters will have the opportunity to set up the Friday night before the fair. Details will be shared closer to the event. Details for set up on Saturday morning will also be shared closer to the event. Should you choose to set up on Saturday morning, please arrive to ARCSC no later than 8:00 am. ***No one will be admitted for set up after 8 am.***

**For all crafters: please be at your spot, set up and ready for customers by 8:30 am Saturday morning.**

At the end of the day, you are responsible for the clean-up of your assigned space. Please be packed up and have your area cleaned by 6:00 pm on Saturday.

ARCS students will serve as extra hands to facilitate a streamlined set-up and break-down processes. They will also circulate through the event the day of the fair to offer crafters assistance. Tips are **NOT EXPECTED**, but should you wish to show your appreciation, please give any tips to an ARCS Craft Fair Volunteer so that tips may be evenly distributed among student volunteers.

### **TO NOTE:**

Wi-fi not available through ARCS. Cell reception is reasonable, and we have not had problems with crafters accessing service through their wireless carriers. In the past, crafters have successfully used hot spot boosters to strengthen cell service.

Craft genres will be limited (eg. certain number of crochet crafters, jewelry, etc) to ensure a variety of items and an enjoyable shopping experience. Exclusivity is not guaranteed. Crafters selling items that do

not match the description set forth in their application or items which are not handmade will be asked to remove the items.

Any food items for sale (e.g. cookies, breads, sauces) must be homemade and must be packaged. Loose items or beverages for on-site consumption will not be allowed.

ARCS operates the kitchen as a café during the day of the Christmas Craft Fair. Breakfast and lunch items will be available for purchase.

Nothing may be hung on walls or adhered to the floor. All tables must be covered to the floor. Any tables/chairs/display furniture/ items for sale MUST FIT WITHIN the confines of your allotted space. This keeps a clean, neat appearance and ensures a safe environment.

NO live animals are permitted.

Please remember that this is a SCHOOL. We are first and foremost in service to our students, and abide by Catholic values. The ARCS Craft Fair Committee and school administration reserve the right to excuse or dismiss any person acting outside of the regulations set forth in this document, anyone acting in a manner not in accordance with the Catholic values of love, respect, integrity, and stewardship.

We appreciate your cooperations and are looking forward to a wonderful event!

Sincerely,

The 2024 ARCS Christmas Craft Fair Committee