

# Eighteenth Annual Arts & Crafts Fair

## Reservation Form

Sponsored by Somerville High Track Parents/Alumni Club  
Benefits Somerville High School Girls & Boys Cross-Country and Track Teams  
For answers to questions call 617-905-9151 / [Yolanda929@yahoo.com](mailto:Yolanda929@yahoo.com)

**Saturday November 28, 2009**

**9:00am-3:00pm**

Somerville High School – Field House  
81 Highland Ave. Somerville, MA. (1 mile off Rt. 93 and McGrath Highway)

10' x 8' space, table (standard 8 ft. length) and 1 chair is **\$50**.  
10' x 8' space, you bring your own table (no longer than 8ft.), we supply chair is **\$45**.

### Please Print

Name \_\_\_\_\_

Address \_\_\_\_\_ Apt. \_\_\_\_\_

City/Town \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Telephone-Home ( ) \_\_\_\_ - \_\_\_\_

Telephone-Work ( ) \_\_\_\_ - \_\_\_\_

E-Mail \_\_\_\_\_

### Needs- Please fill in your needs (totals)

#of Space(s) \_\_\_\_\_ #of Table(s) \_\_\_\_\_ (extra tables \$10 each)

#of Chair(s) \_\_\_\_\_ (extra chairs \$2 each) **Total Amount Enclosed** \_\_\_\_\_

Electrical Outlet (limited number available) yes no

Where did you hear about us? Globe Herald Other (tell us) \_\_\_\_\_

Please give a brief description of your Art/Craft that you will be selling this year. This will assist us in the set up, advertising, and confirmation of your application.

### Please Make checks payable to: SHS Track Parents/Alumni Club Inc.

Mail check, this form, and signed contract to:  
SHS Track Parents/Alumni Club Inc. c/o Yolanda Ortiz  
PO Box 441473, Somerville, MA. 22144

# Eighteenth Annual Arts & Crafts Fair

Sponsor: Somerville High track PAC Inc. for the benefit of the Somerville High School Girl's & Boys' Cross-Country and Track Teams.

**Date:** Saturday November 28, 2009 from 9:00M-3:00PM

**Place:** Somerville High School (Field House)  
81 Highland Ave, Somerville

**Admission:** **Free to the General Public (over 2000 people attended 2005 Fair)**  
**Compliments of Winter Hill Bank ([www.winterhillbank.com](http://www.winterhillbank.com))**

**Space:** 10' x 8'; a limited amount of electrical outlets are available. If confirmed for an electrical outlet, you must bring your own extension cord (25 feet recommended).

**Crafts:** You must handcraft all items. Dealers are not allowed. We reserve the right to refuse the reservation requests that do not meet our specifications. IF possible, a picture of your craft will help in confirmation and table set-up. It will not be returned. Vendors agree that any liability or need for insurance is their responsibility and that the Somerville High School Track PAC, Inc. cannot be held responsible or liable

**Special for Artisans and Crafts People:** "*Spread the Word*" Rebate

You will be given a \$5 rebate at the fair, for each fellow crafts person whom you refer us. To be eligible for rebate, we must receive a paid reservation form from another craft person who has not attended our fair in the past. Your name must be filled in on the *Where did you hear about us?* line on the reservation form. Only one rebate per reservation.

**Hourly Door Prizes:** Given away free. Free raffle tickets given to every person walking through the door.

**Free Raffle to Buyers of your Craft:** A free raffle will be held for customers who make purchases from you. They will be given on free raffle ticket for each item purchased. We do everything possible to encourage people to spend their money!

**Set-up:** Set-up will take place from 7:30 am to 9:00 am. There will be a drop off area in front of the Field House, which is wheelchair accessible. Crafters are then requested to remove their cars to the specific parking area in order to provide the maximum amount of parking in front of the facility for customers. Assignment of spaces in the hall will be made according to the crafts being sold and needs. We will attempt to place people in such a way that artisans will not be selling the same craft side by side. Assignments will be given at the registration table the day of the Fair.

Crafters must not remove their items from display before fair closes at 3:00 pm. If this occurs, future invitations to this fair will not be extended.

**Raffles:** Raffles are not allowed. As the sponsor of the Fair, we will be conducting the only raffle. Crafters who wish to donate an item to our table will have their craft displayed with their name and space assigned.

**Care of the Premise:** No part of your exhibit may be nailed, pasted or affixed to the wall in such a way as to damage facility. A covering is being placed over the special athletic floor in order to prevent such damage. Please avoid eating in the hall if possible. Crafters will be the only people

allowed to eat in the hall at their exhibit, if they do not have relief coverage for their display. It is against City and Fire Department regulations to smoke in this public facility.

**Refreshment Stand:** A refreshment stand will be set up in the atrium to the Field House. Coffee and doughnuts will be available during the early hours of the fair. Lunch items will be provided throughout the day.

**Advertising:** Extensive advertising will be done in order to make this a successful fair for both you and our organization. We will promote the Fair in local newspaper, Boston papers, fliers, cable television, and banners in high traffic areas. We will also provide fliers to the crafters for the purpose of distribution, upon your request. If you have any other suggestions in this area, please let us know.

**Refunds:** If you must back out of this fair after being confirmed, a fifteen-dollar processing charge will be deducted from your fee on requests prior to November 1, 2009. After November 1, 2009, there will be no refunds.

**Directions:**

**Heading South on Route 93**

- exit #30 Mystic Ave. Somerville
- Left off exit, Route 28 Mystic Ave. Somerville
- .7 mile, right on to Route 28S-McGrath Hwy.
- .7 mile, take right after bridge
- Left at fork in the road- Highland Ave.
- Field House- Somerville High, on the right after the next set of lights

**Heading North on Route 93**

- Exit #29 Somerville Route 28
- Follow signs to McGrath Hwy. Route 28S Somerville
- .7 mile, take right after bridge
- Left at fork in the road- Highland Ave.
- Field House- Somerville High, on the right after the next set of lights

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**Please return this part of form with your *Reservation request Form***

I have read the rules governing the fair and agree to abide by them, I handcraft all my items.

**Signature of Approval** \_\_\_\_\_, **Date** \_\_\_\_\_

A confirmation letter will be sent upon review of your reservation request. If there are any questions, please call the number listed on the reservation form.