

Twentieth Annual Holiday Arts & Crafts Fair

Reservation Form

Sponsored by Somerville High Track Parents/Alumni Club

Benefits Somerville High School Girls & Boys Cross-Country and Track Teams

Questions...Call 617-905-9151

Saturday November 27th 2010 9:00am-3:00pm

81 Highland Ave. Somerville Ma (1 mile off rt.93 and McGrath Highway)

10'x8' space, table (standard 8ft length) and 1 chair is \$50.

10'x8' 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) _____

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

Please mail check, this form, and signed contract to:

SHS Track Parents/Alumni Club Inc. c/o Yolanda Ortiz

P.O Box 441473

Somerville, Ma 02144

Twentieth Annual Holiday Arts & Crafts Fair

Sponsors: Somerville High Track PAC Inc. for the benefit of the Somerville High School Girls' & Boys Cross Country and Track Teams.

Date: Saturday November 27th 2010 9:00am-3:00pm

Place: Somerville High School (Field House)

81 Highland Ave, Somerville

Admission: Free to the general public (over 1500 people attended last year)

Compliments of Winter Hill Bank (www.winterhillbank.com)

Space: 10'x8' 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 Craft 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 7:30am to 9:00am. 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 maximum amount of parking in front of 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 3:00pm 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 conduction 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 the 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 donuts 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 newspapers, 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 the fair after being confirmed, a fifteen dollar processing charge will be deducted from your fee on request prior to November 1st 2010. After November 1st 2010 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 onto Route 28S-Mcgrath Hwy.
- .7 mile, take right after bridge
- left at fork in the road- Highland Ave.
- Field House-Somerville High, on right after 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 in fork in road, Highland Ave.
- Field House- Somerville High, on right after next set of lights.

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

Again a reminder to all crafters that craft items must be handmade... if you have any questions please don't hesitate to call me!