



2017 Holiday Craft Fair

Information, Instructions & Holiday Crafter Application (2nd Page)

Thomas Stone High School * December 3, 2017

10:00 am to 3:00 pm

Dear Crafter,

Thank you for your interest in our 2017 Holiday Craft Fair. This is our 28th consecutive Holiday Craft Fair at Thomas Stone and we are looking forward to our best year ever. The Humane Society is a 501(c) (3) non-profit shelter and runs mainly on donations and support from the community and events such as this craft fair. We are an "open admission" shelter that accepts all animals brought to us. We house and care for over 3,000 homeless, sick or injured pets at our shelter each year. Every individual who is helping with this craft fair is a volunteer and we have many other volunteer opportunities available. Please visit our website at www.humanesocietycc.org

We hope you will join us. We look forward to seeing old friends and to meeting new ones.

Sincerely, Humane Society of Charles County

Jean Stuller, Craft Fair Coordinator

Questions? Please email craftfair@humanesocietycc.org

1. Location, Date & Time: The 2017 Holiday Craft Fair will once again be held at Thomas Stone High School, 3785 Leonardtown Road, Waldorf, MD on December 3, 2017, and will be open to the public from 10:00 am to 3:00 pm.

2. Crafter Space Information: Deadline for application and payment is November 15, 2017.

Cafeteria & Lobby = \$75.00 per space

All Hallway areas = \$65.00 per space

Electricity = \$5.00 extra

Download application here: <http://humanesocietycc.org/2017-holiday-craft-fair/>

Each space is 8 feet long and approximately 6 feet deep. Spaces are assigned on a "first come, first served" basis. Special space requests will be honored as much as possible but **are not guaranteed. We are unable to provide tables or chairs this year. You will receive a confirmation by email from us once your application is approved.** Crafters are responsible for their own tables, chairs, electrical cords & Wi-fi. Crafters are not permitted to nail, tack, or staple to the school's walls

3. Goods Being Sold: The Humane Society has always supported crafters who "hand craft" their items. Commercially made items are not permitted.

4. New: We are asking that all crafters consider donating an item representative of their wares to be used as raffle prizes to benefit the Humane Society. We will give recognition for each donation and help direct interested shoppers to your table. A "win/win" scenario for all involved – crafter, shopper, and the Humane Society!

5. Crafter Check In: Crafters may start check in at 8:00 am and will be directed to their space. You will be directed to unload your items at the closest door to your location. After unloading your items, **your vehicle MUST be moved to the crafter parking areas at the sides of the school, this will be enforced.**

6. Crafter Parking: **There will be absolutely no crafter parking in front of the school.** This space is reserved for your paying customers! All vehicles must be parked in the east or west parking areas **this will be strictly enforced.**

7. Crafter Take Down: All crafters, items, and displays must be out of the building by 4:30 pm the day of the craft fair.

Please note that the Humane Society will hold a White Elephant sale & will be selling HSCC related items during the craft fair. We will also have animal related basket items for sale. There will be food vendors in the parking lot in front of the school. Neither the HSCC nor Thomas Stone High School is responsible for any theft, breakage, or loss of items.

***New this year** – Admission fee of \$1.00 or a donation of pet food will be requested of shoppers.*

NO SMOKING IS ALLOWED ON SCHOOL PROPERTY. OPEN FLAMES, INCLUDING CANDLES, ARE STRICTLY PROHIBITED.



Humane Society of Charles County 2017 Holiday Craft Fair Application

Thomas Stone High School

Sunday, December 3, 2017 10:00 am to 3:00 pm

CRAFTER INFORMATION

Last Name	First Name	
City	State	Zip Code
Daytime Phone	Email address	

<u>Cafeteria & Lobby = \$75.00 per space</u>	<u>All Hallway Areas = \$65.00 per space</u>
Number of Spaces _____ = \$ _____	Number of Spaces _____ = \$ _____
*Electricity Needed Yes/No = \$ _____	*Electricity Needed Yes/No = \$ _____
TOTAL FOR Cafeteria Area = \$ _____	TOTAL FOR Lobby or Hallways = \$ _____

*** Need Electricity? If YES, add \$5.00. Crafters are responsible for their own electrical cords and will be placed as close as possible to an electrical outlet. We are UNABLE TO PROVIDE TABLES or CHAIRS this year.**

Payment deadline is November 15, 2017.

You will receive a confirmation by e-mail once your application is approved.

Paying by Check Mail to: Humane Society of Charles County, Attn: Craft Fair, PO. Box 1015, Waldorf, MD 20604-1015
OR

Pay by Credit Card: Visa Master Card **Account number:** _____

Billing Zip Code: _____ **Expiration Date:** _____ **Security Code:** _____

Authorizing Signature: _____ **Amount: \$** _____

Items to be sold at your space: _____

YES _____ I will donate an item from my wares to the Humane Society of Charles County to be used as a raffle prize. I will bring the item to the Humane Society table on December 3rd before the Craft Fair opens.

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HSCC Team Member Notes: PAID IN FULL Payment Received Date: _____