

# St. Timothy 2024 Craft Fair Registration Form

Saturday, November 16, 2024

9:00 am – 3:00pm

Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Website: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Description of craft(s) for the craft fair program 10 words max please: \_\_\_\_\_

Please check which category best describes your craft please include pictures or link to picture of you items:

Home Décor

Christmas theme

Needlework

Ceramics

Children's items

Fashion

Food/Cooking

Jewelry

Fine Art

Religious

Paper Crafts

Other

## **BOOTH SPACES (4' x 8')**

\_\_\_ # of spaces needed (\$85.00) before July 1, 2024

\_\_\_ # of spaces needed (\$95.00) after July 1, 2024

I am a previous crafter and would prefer my original booth space # \_\_\_

I am a new crafter, or I would like to change my booth to:

Classroom Preschool Wing

Classroom Elementary School Wing

Gym/Cafeteria

## **TABLE RENTAL (only 1 table rental per space)**

\_\_\_ # of 6-foot tables needed (\$15.00) per

## **OTHER**

I will be able to donate a craft for the raffle

I would like to set- up Friday night from 5:30 pm – 8:30 pm

I will need electricity – must supply own cords and surge protectors.

Comments: \_\_\_\_\_

Please make checks payable to "ST TIMOTHY PARISH" and send payment with this registration form to:

**St. Timothy Parish**

**2023 St. Timothy Fall Craft Fair Chairperson**

**13807 Poplar Tree Road**

**Chantilly, VA 20151**

**I have enclosed a check – Check # \_\_\_\_\_**

If you have any questions, please refer to our website for Craft Fair General Information [www.sttimothyparish.org](http://www.sttimothyparish.org) or email [tmiller@sttimothyparish.org](mailto:tmiller@sttimothyparish.org)

Confirmation sent: \_\_\_\_\_

**ST. TIMOTHY PARISH 44<sup>th</sup> ANNUAL CRAFT FAIR**

**SATURDAY, NOVEMBER 16, 2024**

**9:00am – 3:00 pm**

**GENERAL INFORMATION**

**SHOW HOURS:** Advertised show hours will be from 9:00 AM to 3:00 PM. Please have displays ready by 8:15 AM. If a space is vacant at 8:15 AM, we reserve the right to use that space.

**SET-UP:** The school will be open at 6:45 AM. Set-up time on Friday evening is available from 5:30 PM-8:30 PM. Set-up after the appointed time and removal prior to 3:00 PM WILL NOT BE PERMITTED. A tablecloth or other covering is REQUIRED to make displays as attractive as possible. Unloading time at the front of the school should be short for the convenience of all the crafters and until 8:00 AM.

**EXHIBITOR PARKING:** Crafters may unload in front of the school. After unloading, please park in the grassy area behind the school as well as the parking lots farthest from the school to allow for more spaces for YOUR patrons.

**SPACE RENTAL:** Spaces (Size 4' x 8') are available for **EARLY BIRD REGISTRATION** for a \$85.00 fee for registrations before July 1, 2024. **(After July 1, 2024, the space fee will increase to \$95.00)** In addition to the leased space, St. Timothy Craft Fair will provide: planned advertising, promotion, and publicity covering the show, a listing of exhibitors, crafts, and space location in our fair directory. Tables may be rented at an additional fee of \$15- and 6-foot table.

**ELECTRICITY:** Limited spaces with electricity are available. You must provide your own extension cords. If for any reason the cord will cross an aisle, it must be taped to the floor using painter's tape and covered completely.

**CRAFTS:** ALL items must be **HANDMADE** by the exhibitor and family friendly. Please keep in mind that children will be in attendance and items must be appropriate for their viewing. No commercial sales are acceptable, ie Tupperware, Pampered Chef, Creative Memories, Tastefully Simple, etc. Please try to work on your craft during the fair, as this adds interest to the show, as well as promotes your work.

**RAFFLE:** In the past, we have been blessed with generous donations from our crafters for the Fair Raffle. We are again asking each crafter for a donation of one of their wares. Please indicate this on the attached registration form. On fair day, one of our committee members will be around to collect your donation. Please attach a business card or other identification to your donation, along with your booth space number.

**FOOD:** Refreshments will be on sale throughout the day in the school cafeteria and the elementary school wing. Complimentary coffee will be provided for crafters until 8:00am.

**BUILDING REGULATIONS:** NO smoking or alcoholic beverages will be permitted.

**COURTESY:** Crafters MUST stay within their designated space markers. Small children must be always attended, for their safety, as well as out of respect for the property of other exhibitors. St. Timothy's does not provide childcare. Exhibitors are responsible for cleaning and disposal of all trash from their area.

**CANCELLATIONS:** Crafters may receive a refund before October 1, 2024. There is a \$50.00 fee for returned checks.

**DIRECTIONS to St. Timothy School-13809 Poplar Tree Rd, Chantilly, Virginia (703) 378-6932:**

**FROM THE BELTWAY:** Take the exit for I-66 West. Take the exit off I-66 marked Fairfax County Parkway North (7100). At the first light, turn left onto Fair Lakes Parkway. Proceed approximately 2 miles. Turn right onto Stringfellow Road. Turn left onto Poplar Tree Road. The school is 0.7 mile on the left.

**FROM ROUTE 50:** Turn onto Stringfellow Road. (If you are going west, it will be a left, if you are heading east it will be a right.) Turn right onto Poplar Tree Road. The school will be 0.7 miles on the left.