

EMSPTO Craft and Vendor Fair

Ellington Middle School
46 Middle Butcher Road
Ellington, CT 06029
EMSfair@gmail.com



Crafter and Vendor Guidelines

Please note that booths for multiple representatives from the same vendor are discouraged, so be considerate of others when signing up, and check the list to make sure that someone else from your company has not already reserved a booth. Fair coordinators reserve the right to turn away these additional vendors, and booth reservations will be handled on a first-come first-served basis.

- You may set-up your booth on Friday from 6:00pm until 7:30pm and/or on Saturday from 7:30am until 8:45am.
- All booths must be set and ready for business by 8:45am.
- Please do not begin packing your booth away until 2:00pm on Saturday.
- You may pull up to the gym doors (either the front or back doors) to unload your vehicle. Vendor parking will be available behind the building by the athletic fields. If that fills up, please park in the church parking lot next to the school in order to save the close parking for customers.
- Each vendor or crafter is required to donate a raffle prize. There are no monetary or size restrictions to your donation. You will be provided with the names and contact information of those who put a ticket in for your prize. Please deliver your prize to the raffle table by 8:30am on Saturday.
- Each booth is either 8'x8' (gymnasium and cafeteria booths) OR 12'x3' (hallway booths) with an 8' table. Hallway booths **must** use cafeteria tables provided.
- No open flames of any kind are permitted.
- No animals (except service pets) of any kind are allowed in the building.
- No raffle tickets or baked goods can be sold at your booth.
- Participants are responsible for compliance with all federal, state and local regulations applicable to their display and/or give-aways.
- All vendors are responsible for their own clean-up. Trash cans will be available on the premises.
- No music or loudspeakers are permitted at individual booths.

The EMSPTO is a non-profit organization. Net proceeds from the fair directly benefit our school. **Please note that fees charged to crafters, vendors, business, and civic groups are non-refundable.**