



Heritage Hall Christian School & Daycare
CRAFT FAIR AND BAZAAR
Saturday, November 16, 2024

Dear Vendor,

HHCS has had an **Annual Craft Fair for over 30 years!** We welcome back our return vendors and look forward to meeting new vendors as well.

GENERAL INFORMATION

- **Our Craft Fair is scheduled for 8am to 2pm on Saturday, November 16, 2024.** The location is our school gymnasium (ground floor), on the south side of River Road.
- **Set up times are Friday, 7–9 pm or Saturday, 6:30–8:00 am.** Assistance unloading your vehicle will be available. There will be security overnight for booths set up on Friday evening.
- **A single booth space is approx. 8' x 10' and rent is \$45 which includes one table and two chairs.**
 - Additional tables (tables are 6 ft. each) are available for a rental fee of \$10 each. You are welcome to bring your own tables if you like. You are free to place the tables anywhere within your booth space, but if you wish to create an aisle between your space and any neighboring display (in addition to access via the front of your space), you will need to arrange this placement. Please note that we can do our best to place your booth near an electrical outlet, but we are not able to provide electrical cords.
 - **This rental fee also includes one lunch meal combo for free.** Menus will be available in your welcome packet upon your arrival.

If you wish to participate, please return the attached form by November 1, 2024, with your non-refundable payment of cash or a check made payable to Heritage Hall Christian School. You may mail it to the school office or bring it to the school office. Also, you can pay on our website through *PayPal* (www.hhcsuncie.org/annual-craft-fair--bazaar.html). If you pay with PayPal, you will need to pay \$47 (not \$45) to cover the service fee. **Please note that our policy for booth space rental is on a first come first served basis. Also, our policy is we allow only one vendor per business (this doesn't not include crafts or most homemade items booths.).** *Booths are reserved only when the office has received and processed your form and fee.*

OTHER INFORMATION

- We will **publish notices about the fair** in our local paper, at local businesses, on the radio, and online prior to the event. If you would like flyers to put up or pass out, we would be happy to provide them.
- Our **concessions**, including breakfast and lunch selections, will be available throughout the day. For your convenience, you may choose to have your selection delivered to your booth.
- A **directory** of vendors and products will be produced to assist shoppers during the Craft Fair. The description you provide on the enclosed registration form will be used for that purpose. On the day of the fair, each vendor will be asked to donate one item for use in our **door prize drawings**.
- HHCS and GBC are not responsible for any damage or loss due to fire, flooding, theft, possible emergency cancellation, or any other unexpected happening, but you can be reassured that we will help protect and secure your belongings while on our campus.
- We reserve the right to assess all registrations to verify that they fit within our family-friendly guidelines, to maintain a balance between crafters and direct sales and we can accept or deny applications based on these requirements. As a Christian school, we are unable to accept alcohol or CDB vendors and all crafts, merchandise, or anything in a vendor's space displaying offensive or objectionable words/photos/art/emblems, etc. are prohibited. If any of these types of items are displayed at a vendor's booth you will be asked to remove them from being sold while on our campus.

***Keep this letter for your information but please fill out the registration form and return with your payment.**

HHCS is a ministry of Grace Baptist Church. • All vendor applications subject to review/approval of HHCS & GBC. • Payments are non-refundable.

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CRAFT FAIR & BAZAAR

Saturday, November 16, 2024

OFFICE USE ONLY:
Date received _____
Amount \$ _____
Cash CK # _____

Please print your information.

NAME: _____

BUSINESS NAME: _____

ADDRESS: _____

TELEPHONE: (____) _____

EMAIL ADDRESS: _____

Number of booth spaces @ \$45.00* _____

Number of additional tables (6ft. table) @ \$10.00* _____

Total amount enclosed* _____

Need electric service yes _____ no _____ (Note: No electrical cords are provided.)

Set up Friday night yes _____ no _____ AND/OR

Set up Saturday morning yes _____ no _____

Write a description of your merchandise (which will appear in the directory available to all attendees.)

(Please keep it to 100 characters, including spaces, also please PRINT description)

Your Signature _____

Please return this form and your payment to Heritage Hall Christian School.

*Checks can be made payable to Heritage Hall Christian School.

***If you pay through PayPal, please note that you will need to pay \$47, not \$45, to cover the service fee.

Heritage Hall Christian School
CRAFT FAIR
6401 West River Road
Muncie, IN 47304

Questions? 765-289-6371 (business office phone and hours, 7:30a-4:00p, M-F)
 765-213-2242 (preschool/elementary office phone and hours, 7:30a-3:30p, M-F)