

ST. MADELEINE SOPHIE HOME & SCHOOL ASSOCIATION CRAFT FAIR

The St. Madeleine Sophie Home & School Association presents its Annual Craft Fair and Homemade Pie Sale. We would like to extend an invitation to you to join us in presenting your art work or craft. Our school is very enthusiastic and strives to make this a successful event for everyone involved.

- DATE & TIME:** Saturday, November 1st, 2008 from 10:00 – 3:00 p.m. For your convenience, doors will be opened at **7:30 a.m.** for set up. The public will not be permitted in before 10:00 a.m.
- PLACE:** St. Madeleine Sophie Parish Center, 3500 Carman Road, (Route 146), Guilderland, NY. (The Parish Center is located next to the new church.)
- EXHIBITOR'S FEE:** A non-refundable fee of \$35.00 per booth (10x6) or \$45.00 per booth (10x10) will be required along with your application.
- BOOTHS:** One table and chairs will be provided; all tables must be covered on three sides to the floor. Nothing may be attached to the walls for display purposes; backdrops are preferred but not necessary.
- REGISTRATION:** Applications and booth fee must be submitted by April 30, 2008 to:
St. Madeleine Sophie School Annual Craft Fair,
c/o Kim Schaefer, 3510 Carman Road, Schenectady, NY 12303. In the event of over subscription or duplicate crafts, we must reserve the right to a fully refundable cancellation. All items **MUST BE HAND CRAFTED BY THE EXHIBITOR.**
- The Craft Fair Committee will do its best to honor all request, please note that this will be done on a first come first paid basis and is at the sole discretion of the committee. While we understand many vendors prefer certain floor placements to others, placement is at the discretion of the committee to keep the fair fresh and interesting.
- Please further note that do to fire code regulations, we cannot change the layout of the fair. If you have any further questions, please see one of the Committee.
- PARKING:** After unloading, all exhibitors will be required to park their cars in back of the building, thus allowing space for customers to park closer to the Parish Center.
- ALSO:** Along with the Craft Fair, the school sponsors a Homemade Pie Sale. Hot lunches will be available. For more information, you may call the school at 355-3080. Each vendor is responsible for the collection of NYS sales tax, and must have on display their Tax ID numbers. No food items may be sold without prior approval.

Please read this form carefully. Complete all items and return with payment. Thank you!

**I would like to apply for space at the St. Madeleine Sophie School Annual Craft Fair
on Saturday, November 1, 2008, 10:00 a.m. – 3:00 p.m.**

NAME: _____ PHONE: _____

ADDRESS: _____

TAX ID NUMBER: _____

TYPE OF CRAFT (Be Specific): _____

IMPORTANT - PLEASE ANSWER

1. Do you need a table? YES NO
2. Do you need electricity? YES NO

Enclosed is \$ _____ at \$35.00 per 10x6 booth space; number of spaces requested: _____

Enclosed is \$ _____ at \$45.00 per 10x10 booth space; number of spaces requested: _____

Make checks payable to St. Madeleine Sophie School (Your check is your receipt)

** Would you be willing to donate one of your crafts for a Raffle? YES // NO

AGREEMENT:

I agree to indemnify and hold harmless the Church of St. Madeleine Sophie and the School of St. Madeleine Sophie and the Roman Catholic Diocese of Albany, New York and its representatives from and against and all losses, claims, damages, expenses or injury arising from the use of the premises.

SIGNATURE: _____

DATE: _____

ANY SPECIFIC REQUESTS (We will do our best to honor your requests, please see further information under registration on page 1):