

Carnival at the Castle

April 6th, 2019 10am-3:00pm

Greeley Central High School
1515 14th Ave, Greeley CO 80631
GCHS Auxiliary Gym

Arts & Craft Fair Vendor Packet

First - Thank you for your interest in participating in this community event. It means a lot to the students and staff.

Second - Please take time to read the entire packet very closely. There are many details you need to know.

Third - When you are done reading this will you please email Joni Wilson or Janelle Charterina as confirmation of your participation and understanding of ALL the following information. And of course ask any questions you may have.

Joni Wilson (jwilson5@greeleyschools.org)

Janelle Charterina (jcharterina@greeleyschools.org)

THIS IS YOUR OFFICIAL VENDOR PACKET AND INFORMATION.

It is like a CONTRACT. Read it carefully. By attending the Art & Craft Fair you agree to all these things.

I know this sounds super serious, and it is. We want to have an amazing market because we have amazing vendors! Please make sure you are totally up on all that is happening.

1. The booth fee is **\$25 per spot** (10'X6'). Please pay Nancy Kern by March 22, 2019. Nancy's office is located in Greeley Central's main office. The Arts & Craft Fair will be in the Auxiliary Gym at Greeley Central High School.
2. **GCHS & Weld District 6 Liability Statement** will be onsite to be signed as apart of your check in and completing this contract.
3. For us to be successful YOU MUST SPREAD THE WORD STARTING NOW! We are spending money on advertising a student designed poster/flyer. Word of mouth and personal invitations are how we get our friends and community here. Here are other ways to spread the word:
 - a. Facebook - change your profile picture and banner to our event ad (attached to this email)
 - b. Facebook - share our invite! Specifically invite friends and family in the area.
 - c. Facebook/Instagram/Twitter - take pictures of what you are making and tag it with our hashtag **#carnivalatthecastle2019**
 - d. A classy and quick email to your friends and fans - I suggest only doing this one time a week or two before the event. People hate spam.
 - e. Tell coworkers, neighbors, friends at church, your barista, ect.

- f. **ON THE DAY OF** and the day before - send texts and pictures to friends about the fair, that morning you can (and should) promote other vendors as you finish setting up. This feels a lot less self-conscious than promoting yourself.
4. **LOAD IN** happens only on the morning of April 6th from 8am -10am. NO LATE LOAD IN! You have to be 100% set up and ready to go by 10:00 am. No one will be allowed to start setting up after 9:15am. **Bring your own tables AND display items.** Chairs will be provided, but may be in limited supply, tables will not. You booth space is: **10' x 6'**
5. On April 6th, load in, and then **PARK AT THE FAR END OF THE WEST PARKING LOT.** There is also a large conference happening at GCHS that day and we want to provide as much parking to our attendees as possible.
6. Materials/Booth Set up:
 - a. Your booth size is **10'** feet long x **6'** feet wide. It is a good idea to set up a practice booth in this size. Don't forget you need room to sit and stand in your booth!
 - b. **You are responsible for ALL of your set up materials:** tables, chairs, table cloths, signage... At this [link](#) you will find a checklist for art fairs (it is specific to jewelry - but you get the idea), and this [link](#) (we are inside, so ignore anything that is for an outside show) OR Google/Pinterest search "craft show table ideas"

Pro Tip: Think about making your booth as much like a little shop as possible. That makes people more likely to buy.

- c. All of your displays must be freestanding. No use of the walls is permitted. You can lean things on the walls, but not attach anything.
- d. Vendors are not allowed to place merchandise beyond specified boundaries. Walkways must remain clear. Please do not use "excessive space" without chatting with a GCHS Committee Member (Joni Wilson & Janelle Charterina) and clearing it with your neighbors.
- e. ALL merchandise must be handmade by you. No re-sell items are permitted.
7. The Art & Craft Fair is 10am-3:0 pm on April 6th, 2019. You cannot close up, pack up or leave earlier than 3:00pm. Please leave your wares out and in full view on display until 3:00pm. Clean up and pack up can begin at 3:00 Saturday.
8. **MONEY & TAXES** Bring all your own money, change and collection materials for transactions. Typically \$100 in change (all \$1's & \$5's). You will also want a calculator and receipt book.

***** YOU are responsible for collecting and submitting taxes to the government. The city and state of Colorado/Greeley is 6.36%. You are responsible for knowing tax laws. GCHS will not collect taxes, give tax advice or assist with this in any way*****

Pro Tips:

- It is highly recommended that you get a square or paypal account and use a credit card reader to take payments. Many people do not bring cash. You can find this at square.com or paypal.com.
- Yes, the school has wifi
- Clear pricing and labeling will help people to buy your items. Make sure everything is clearly marked with a price.
- Best selling items are often \$10! Also people like deals, offering 2 for anything can help.

9. Take Down & Clean Up. Vendors are required to remain operational until 3:00pm on Saturday. Any merchandise left after 4:00pm will be considered abandoned and will be removed and discarded. Return the space to how you found it. The wonderful custodial staff is working extra hard for this event and the coinciding conference to happen.

Please help others and be patient as you load and unload. Our entrance and exit space is limited. Make this a fun and positive experience for everyone.

Pro Tip:

It is more efficient to pack up ALL your goods and displays and make a small pile, then go get your car and load into your car all at once.

Thank you for reading your entire vendor packet. Please reach out to Joni Wilson or Janelle Charterina if you have any questions.

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