



## HOW TO PARTICIPATE IN THE CCE PTO FALL CRAFT FAIR & GIFT MARKET:

**IMPORTANT:** Invitations to prior year vendors in good standing are sent out first. Two weeks after that, a broadcast invitation is sent and we will begin accepting applications from the public.

This is a juried or screened event meaning that the requests for approval are evaluated on a number of criteria including, but not limited to: originality, creativity, marketability, and general appeal.

**STEP 1:** Email [crafffair@ccepto.com](mailto:crafffair@ccepto.com) requesting to participate. Include the following:

- What products you hope to sell
- Picture(s) of the products

*We review submissions and will limit vendors of similar offerings to make the event more profitable to you and a better shopping experience for attendees.*

**STEP 2:** If selected, you will be sent an approval number to include on the application. Please be sure to indicate specific requirements you might have, we will do our best to honor those requests.

We have changed our pricing structure to accommodate our building shape and capacity. Variance of the booth size should be less than 1 foot. Due to the layout of the building, some spaces may not be rectangular/square.

Booth options:

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| <ul style="list-style-type: none"><li>○ 8 x 8 - \$55</li><li>○ 10 x 10 - \$80</li><li>○ Make your own booth size. Space is \$.80/sqft<br/>Must be 8' or 10' deep unless in hallway</li><li>○ Hallway spaces are 5' deep</li><li>○ Outside - \$50</li></ul> | Additional options: <ul style="list-style-type: none"><li>○ 6' tables - \$15</li><li>○ Electricity - \$15</li></ul> |
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**STEP 3:** Return application with payment and approval number. **Applications without check AND approval number will not be accepted.** Completed applications (with payment) are received on a first come first serve basis.

**\*\*Approvals not followed up with application and payment within 14 days will go to wait list and spot is no longer reserved.\*\***

*Last year we had nearly 90 vendors and about 800 attendees - we hope to see you there!*

### **Cancellation/Refund Policy:**

Due to the fundraising nature of the event, refunds will not be issued once the booth fee has been paid. Also, since only certain types of vendors are allowed to sell their approved products at the Craft Fair & Gift Market, vendors are not allowed to sell their space to unauthorized vendors in the event the original vendor has to cancel. All vendors must apply through the Craft Fair & Gift Market coordinator.