

Holly Dayzical Craft & Gift Fair

2011

Welcome,

Thank you for choosing to participate in this years 2nd Annual Holly Dayzical Craft & Gift Fair to take place at Elmwood Elementary School.. I am very pleased to have you. We are located at 5900 S. Sunnyslope Rd. in New Berlin. The school is located just South of Grange on Sunnyslope. This event is not sponsored, hosted or backed by the school in any way.

Arts and Craft Fair Information

Date: Saturday, November 19, 2011
Hours: 9:00 AM to 4:00 PM
Place: Elmwood Elementary
5900 S. Sunnyslope Rd. New Berlin, WI (Sunnyslope and Grange)

****Your check has been received and will be deposited if it hasn't been already. For those who haven't paid-Due upon check-in-or mail before.***

Set up times are as follows:

With advanced notice vendors are able to set up the night before (Friday Nov 18th), but prior arrangements must be made. Help is available for loading and unloading, ***with prior notice- If available.*** If you need help please call Cheri Handel (Craft Fair Administrator) at **262-784-8422,**

Cell 414-254-4542. Vendors will be able to set up Nov 18^h, from 6-8PM. I will be at the school @4pm on Friday till 8, call my cell . I will have vendor layouts and booth assignments on <http://rrcraftfair.weebly.com/booth-layouts-and-assigments-holly-dayzical.html>

Check in

Check in at the main entrance is necessary prior to setup. Fair Office check-in and setup on Saturday Nov 19, may begin no earlier than 6:00am (as the doors will not be unlocked and staff will not be available prior to this time - please make note of this when planning your arrival) and end at 8:45am for doors to open at 9am.

Entrance / Load Unload

Crafters will enter using the door located on the South Side of the Building, Main Entrance, directly off the parking lot. Because the same doors will be used for check in, loading entry and customer entry at 9AM, loading must be complete by 8:30am, and cars moved behind building on the ½ round circle drive or on street in front of school.

Those vendors with larger displays and **furniture will be able to use the back entrance, (for a limited time, doors will be locked at 9AM) but again, there is no turn about, and only one car can park at a time. Loading and unloading should be quick as a courtesy for the next in line. **
Call me to make special arrangements so I can prepare for your time of arrival/

For the consideration and convenience of others still arriving, we ask that once you have completed unloading, you remove your where noted.

You will receive a badge upon check in, which will serve as your pass for the day as well as making it known to others that you are a fellow vendor. At time of check in you will also be assigned your final booth placement If there is any changes..

Once you enter you will find your Booth Number either taped to the wall in your corresponding area, or taped to the floor. You are free to set up your booth space as you see fit, however try to stay contained to your marked area. Each booth will be set up with 2 chairs ~~and a table if you requested.~~ Those requesting electricity should ***bring their own extension cords.***

Auction Donation See pages to follow**

For those of you who chose to donate one of your arts or crafts to the table, once you have your booth set up and you are organized, please place your item on the auction table with your vendor info, your booth number and name for advertising.

We will have a cafeteria with food, a bake sale and(?).Coffee will be available in AM, Food should be ready to be served by 10:30

We thank you very much. Please contact me with any questions that you may have, and I will try my best to accommodate your needs.

Sincerely,

Cheri

Cheri Handel

Craft Fair Administrator

262-784-8422

Cell 414-254-4542

www.rrcraftfair.weebly.com for assignments

rrcraftfair@yahoo.com

RAFFLE SHEET

*Holly Dayzical
Craft & Gift Fair*

Item # _____



Come visit me _____

at booth # _____