



First Presbyterian Church of Yorktown

## FPCY Arts and Crafts Fair

November 23rd 2019 10:00 am to 4:00 pm

Each 8'x6' booth is \$65.00      Electricity is an additional \$10 per booth

Name: \_\_\_\_\_

Business name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Website \_\_\_\_\_ Facebook/Instagram \_\_\_\_\_

Description of your merchandise you wish to sell:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# \_\_\_\_\_ booth(s) desired    \$65.00 each                      \_\_\_\_\_ with electricity (add \$10.00 per booth)

**What to submit:** completed application, and 3 to 4 color images that represents the quality of the work that will be displayed and sold. Send photos and application to: [craftfair@fpcyorktown.org](mailto:craftfair@fpcyorktown.org). You will be notified via email once you've been accepted into the fair. Booth Cost is to be paid after you have been notified of your acceptance. ***See back for publicity, rules & regulations.***

**All spaces are on a "first come, first selected" basis.**

I declare that this application and photos submitted are a truthful representation of the work in which I will be selling.

Signature \_\_\_\_\_ Date Submitted \_\_\_\_\_

**Mail Applications to:**

First Presbyterian Church Craft Fair – 2880 Crompond Road – Yorktown Heights, NY 10598

## Publicity

- ✦ **Facebook** – Once you have received the e-mail notification of your acceptance. We will then post your pictures onto our Facebook page with a link to your website so that fair attendees can see all of your work. *Please like us on Facebook.* <https://www.facebook.com/FPCYArtsAndCraftsFair/>
- ✦ **Newspapers** – We will post in local print and digital papers (i.e. Yorktown News, The Examiner)
- ✦ **Online** – Facebook sponsored ads, Craig’s list, local community Facebook pages
- ✦ **Signs** – Posters will be placed on community boards which are on the roads entering Yorktown including Route 6, route 202 and route 35.

## Regulations and Guidelines

*We hope that you will have an excellent selling day.*

*To ensure that everyone has a good time, we ask that you follow these instructions.*

- ✦ Sellers must unload their vehicles within the front circle of the church. We will have adult volunteers to help you unload efficiently. Please follow our parking volunteers. They will direct you to where you will park your vehicles. You may begin setting up at 8:00 am and you **must** be ready to sell by 9:45 am.
- ✦ All work must be contained within the assigned space.
- ✦ Vendors are limited to exhibiting only those items stated on their registration form.
- ✦ All sellers **MUST** remain open until 4:00 pm closing time.
- ✦ Keep your space clean during the day. You are responsible for your own trash removal.
- ✦ Complimentary coffee, tea, and baked goods will be provided for you. You must bring all other food or drink with you. We will not be selling food.
- ✦ Each vendor is responsible for New York sales tax. Remit tax to New York Department of Revenue.
- ✦ Spaces will be allocated on a “first come, first accepted” basis. You may not adhere anything to the walls. Placement, flow, and competition will be taken into consideration to provide the best experience for fair attendees.
- ✦ Two chairs will be provided per space. You must bring your own table.
- ✦ Electricity will be available as a first come first serve basis. Electrical service requires an additional fee of \$10.00. Outlets are not guaranteed. You must bring your own extension cords.
- ✦ **Liability** – By applying, exhibitor agrees to indemnify and hold harmless FPCY from and against any loss, expense, claims, damages, causes of action, injuries, suits or damages, suits to person or property, including attorney’s fees, arising out of or related to the operation of the Exhibitors at the FPCY Arts and Crafts Fair.
- ✦ Refunds will be given up until October 1<sup>st</sup>. If you cancel your reservation, we will make every effort to fill your spot. However, if the space cannot be refilled, payment will not be refunded.

**Questions?** Contact Barbara at [craftfair@fpcyorktown.org](mailto:craftfair@fpcyorktown.org)