



Easton Area High School Instrumental Music Association

Dear Crafter/Vendor,

The EAHS Instrumental Music Association will be holding its biannual craft show on Saturday, **November 16, 2019**. We would like to take this opportunity to personally invite you to become a crafter/vendor at our Fall Craft Show. The show will be held from 9:00 am to 2:00 pm at the Easton Area High School cafeteria, 2601 William Penn Highway, Easton, PA 18045. This will be an ideal opportunity to sell your unique items. This event is an important fundraiser for the IMA and provides invaluable support for the instrumental students at the high school. We hope you will assist in our fundraising efforts and participate in our Fall craft show.

As we have done in the past, our show is open to both crafters and vendors. Please indicate on the application if you are a crafter or a vendor. Applications are available on our website www.eahsmusic.org. Please remember that the spots are first come, first serve. If we receive your application in November, we **cannot** guarantee your usual spot location. That is not fair to the people that get their application in ASAP.

Should you have any questions, please feel free to contact Regina Gangemi at eahscraftshow@gmail.com or at (484-) 894-4729. Thank you again and we are looking forward to hearing from you!

Sincerely,

Regina Gangemi

IMA Chairperson, Craft Show

EASTON AREA HIGH SCHOOL: INSTRUMENTAL MUSIC ASSOCIATION

**2601 WILLIAM PENN HIGHWAY
EASTON, PA 18045
Fall CRAFT SHOW INFORMATION SHEET
SATURDAY, November 16, 2019
9:00 AM – 2:00 PM**

1. Spaces are approximately 10 ft. frontage x 5 ft. deep. This could vary slightly if your space is in the hallway. The cost is **\$40.00** per space without electric **\$45.00** with electric.
2. YOU **MUST** BRING YOUR OWN TABLES AND CHAIRS.
3. Applications are accepted on a first come, first serve basis. Please submit your payment early to avoid disappointment.
4. Any special request on application is filled on a **first-come/first serve** basis and is **NOT** guaranteed.
5. Check must accompany your application. **Please make check payable to "IMA". We do NOT mail confirmations.** Mail applications to:
IMA
c/o Regina Gangemi
PO Box 3535
Easton PA 18043
6. We ***try*** to maintain some distance between crafters/vendors with the same or similar items. However, because some sellers offer multiple types of items (for example, floral and wood items), it is not always possible to separate applicants as far apart as desired.
7. Please do not ask to set-up the night before the show or earlier than 7:00 AM on show day.
8. The IMA reserves the right to not accept any crafter/vendor application.
9. The Craft Show is a fundraiser for the IMA. We are a nonprofit 501 3C and **can not give REFUNDS.** We can apply your payment to the next show.

ON SHOW DAY:

1. We will have volunteers to assist you with off-loading at 7:00 AM. They will also be available at 2:00 PM to assist with packing items. **You are not allowed to breakdown before 2:00 PM.**
2. **PLEASE DO NOT ENTER THE BUILDING BEFORE 7:00 AM.**
3. Check-in time is 7:00-8:30 AM at the IMA tables in the hallway. Upon arrival, please sign-in with us **before** you begin your set-up. At that time, you will receive:

- a. Your space assignment
 - b. Menu/prices for our food court (please see application to indicate if you need a volunteer to bring lunch to your space).
 - c. One coupon for a free hot drink and doughnut **per purchased space**.
 - d. Your numbered display slip for our *Treasure Hunt*. We encourage you to participate as this brings our patrons to all spaces in search of their matching number. The *Treasure Hunt* also serves as a fundraiser for us to benefit all instrumental music students at EAHS. (See below)
4. After unloading, **please move your vehicle as far away from the building as is physically possible**. This will allow customers to easily enter the building by having parking available close to the building. After all, this is why you are at the show! ☺

QUESTIONS? Email Regina Gangemi at eahscraftshow@gmail.com or call (484) 894-4729. When calling, be sure to leave a clear message and I will get back to you as soon as possible.

Treasure Hunt Rules and Procedures

Instead of a regular raffle for donated craft items, we are holding a “Craft Treasure Hunt”. Please take a minute to read the instructions.

When you check in a craft show official will ask if you wish to donate an item. If so, take a “Treasure Hunt Prize” slip and place it on your display with the item you are donating.

Please be sure that the prize is suitably visible.

The item **must** be easily visible to the customer without having to touch or move anything.

When a customer has the ticket with the number matching the same one on your “Treasure Hunt Prize” slip, they may take the item. Have the customer sign the “Treasure Hunt Prize” slip and give this to any volunteer.

You may not assist the customer in locating the item or tell them the ticket number. However, you may tell them if you have a prize or if it has already been won.

Any prize not claimed by the end of the day remains the property of the crafter.

Any substitution of the prize (such as for color or style) is entirely at the discretion of the crafter/vendor.

A P P L I C A T I O N
EASTON AREA HIGH SCHOOL: INSTRUMENTAL MUSIC ASSOCIATION
Fall CRAFT SHOW

**SATURDAY, November 16, 2019
9:00 AM – 2:00 PM**

N A M E: _____ **Date** _____

A D D R E S S: _____

C I T Y / S T A T E / Z I P: _____

P H O N E: _____

E M A I L: _____

Number of Spaces: ___X \$40.00 without electric \$45.00 w/electric _____ (TOTAL) Payable to: *IMA*

BRIEF DESCRIPTION OF ITEMS TO BE SOLD (please include all items). Vendors **MUST** name the company they are representing.

Do you require electric at your space? Y E S N O

Will you need a volunteer to bring lunch from our cafe to your space? Y E S N O

Will you participate in the Treasure Hunt? Y E S N O

Please circle one indicating your selling status: C R A F T E R V E N D O R

Please specify your present spot # _____ or if you have a space/location preference: _____

Please remember spots are first come, first serve. Due to the increasing popularity of our show, and the physical limitations of the room layouts (electrical outlets), **PREVIOUS SPACE ASSIGNMENTS ARE NOT GUARANTEED.** We will make EVERY effort possible to place you in your 'same' space --- but again, no space assignments are guaranteed.

Please mail your completed application and check payable to:

IMA
ATTN: Regina Gangemi
PO Box 3535
Easton, PA 18043

For IMA use: Check # _____ **Amount** _____ **Date recvd** _____ **Space #** _____

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c/o Easton Area High School
PO Box 3535
Easton, PA 18043

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