

## **Hello! Craft Show Vendors -**

The date for the Birdville High School Craft Show has been set for October 17th, 2015 from 9:00AM to 5:00PM. It will remain a one-day ONLY craft show since that has worked well for the majority of the vendors and the school. We would love to have you as a vendor and have the application attached. We plan to have concessions open and offer a boxed lunch to vendors for a small fee. More information will be posted about the lunches.

Returning vendors from the SAME company (for companies that have multiple representatives such as Avon, Tupperware, etc.) will have the first rite of refusal. Returning vendors, please complete the application and return it by August 15th. If the returning vendor decides not to participate in 2015, then the next application received from that same company will be awarded the spot beginning on August 16. We are trying to be fair to all parties and appreciate our returning vendors. We plan to arrange for dance companies, bands, and choirs to perform in the cafeteria during the craft show to draw in more traffic. We anticipate charging a \$1.00 entrance fee to help raise funds for 2016 Project Celebration for our senior class.

More information will follow as set up times are decided. Most likely, the set up times will remain the same as last year: 6:00AM to 9:00AM on the day of the event. We will have volunteers available to help our vendors get unloaded and items brought to their booth assignment as well as at the end of the day with returning items to their vehicles.

**Silent Auction:** By popular demand, we will have a designated area at the front doors of the Craft Fair for a silent auction. We ask that EACH vendor donate one item from their selection to the silent auction. For vendors that participate in this request, they will receive a **\$1.00 coupon** to apply to the cost of their boxed lunch. Each participating vendor will have an entry placed in the jar for a **free lunch** that day. (If two items are donated, 2 entries will be received). Two winners will be drawn at random from the jar during the morning and will be notified. Silent auction items should be

turned in at the main entrance to the craft fair no later than 8:45AM. Participating vendors will receive their lunch coupons at the time they submit their auction items. The two lucky winners of the free lunch will be notified before lunch time. ALL vendors will have the opportunity to order their lunch on the order form that you will receive in your Check-In Packet that morning.

What are your next steps?

1. Print out the attached Vendor Application.
2. Clearly PRINT all of the information requested. CLEARLY.
3. Return it quickly with your payment (checks made payable to Birdville High School PTSA) to the address printed on the form.
4. Decide what you will donate to the Silent Auction and prepare it for bidding (i.e. decorated for bidding attention)

Upon receipt of your application, you will receive an EMAIL from me confirming receipt. Questions? Please reply to this e mail and be sure to include your name, company name and contact information.

Many thanks for your participation in this year's Craft Show on October 17th. We look forward to working with each of you for another successful event. We have a seasoned group of volunteers from previous years that will ensure the day runs smoothly for all!

Please share this e mail with other vendors that you may know and help us spread the word about the Craft Fair.

Tracey Mutz  
Chair Person for the Birdville Craft Show  
Birdville High School PTSA  
E Mail: [birdvilleptsa@gmail.com](mailto:birdvilleptsa@gmail.com)