

Egan Holiday Craft Faire 2011

Quick Facts

- Date:** Friday, December 9, 2011 (minimum day)
- Where:** Egan Multi and Library
- Time:** 7:30 a.m. – 12:30 p.m.
Set up at 7:00 a.m.
Clean up from 12:30 - 1 p.m.
- Registration:** Starts on Wednesday, October 19, 8-9 am
Booths are assigned in random order
- Reg form is the last page of this packet
 - Reg forms must be complete, including fee
 - Product sample or photo due at registration
- December 2 – Last day for any changes
- This includes adding or removing someone from a booth or changing your products.
- Cost:** \$20 per booth
\$ 5 additional fee for an electrical outlet
(The 18 electrical outlet booths will be determined by lottery on September 28.)
- Benefits:** Registration fees benefit the Egan School Library. Students can opt to donate a portion of their profits to the library.
- Questions:** EganHolidayFaire@eganschool.org

Holiday Craft Faire Details

The Holiday Craft Faire is a fun way for Egan students to learn about making and selling a product while earning money for themselves and the Egan School Library. The Faire fills both the Egan multi and library, with free gift-wrapping available as well.

Customers for the Faire are Egan students, teachers, parents, and incoming sixth graders. Food is very popular, and therefore very competitive to sell. Make your product unique.

New: booths are assigned on a random basis. Registration starts on Wednesday Oct. 19 and continues until all of the booth spaces are filled. **A sample or photo of products must be submitted at registration (samples will be returned to students).** A minimum \$20 booth fee is required. This fee includes a refundable cleaning deposit, which is \$5 for booths inside the multi and \$10 for booths inside the library. The proceeds go to the Egan school library.

Holiday Faire Guidelines

- Students must make most of the craft or food items themselves.
- All food items must be individually wrapped.
- 1 or 2 students per booth. One registration form can be used for two students as long as each student's parent signs the registration form.
- Because some teachers require students to attend class on the day of the Faire, students without a partner should make arrangements for someone else to cover his/her booth during these times.
- Students cannot close down or remove tables until 12:30 pm when the Faire is over. To receive the cleaning deposit, a parent volunteer must check the booth space. If a student leaves without checking out, they forfeit their refund to the Library.
- **Unacceptable items:**
 - no unwrapped food items
 - no open flames
 - no amplified music
 - no commercial items
 - no microwaves
 - no deep fryers
 - no glue guns
 - no live animals or fish
 - no gum
 - no propane stoves
 - no paint or glitter on site
 - no tables larger than 3 feet squared
 - no electrical booth decorations
 - no rental time to use commercial items (ex. Wii games)
 - no weapons
 - no explosives

Booth Assignments

- Booth assignments will be posted before the end of November.
- Students with electrical outlets will need to attend a brunch/lunch meeting to review special rules for electrical appliances. (electrical booths decided by lottery)
- Students assigned to the library will need to attend a brunch/lunch meeting to review special rules for the library.

Set-Up and What to Bring

- On Thursday, December 8th the multi will be open from 3-3:30 pm to drop off card tables only. Card tables must be removed immediately after the Faire.
- Do not bring your decorations or product on Thursday.
- Chairs are provided for all booths. For booths in the library, tables and chairs are provided.
- Doors open at 7 am on Friday, Dec. 9 for set up.
- Bring:
 - 3'x3' card table & table cloth per booth in the multi
 - Signs, price list, decorations
 - Your product – all food must be individually wrapped
 - Moneybox w/ change (we recommend **at least \$25 one dollar bills** & any coins needed based on your selling prices).
 - Money to shop at other booths.

Sales

- The Faire is open for sales from **7:30 am – 12:30 pm**
- Never leave your change box unattended. Take turns with your partner to do personal shopping. If you are selling alone, ask a neighbor to watch your booth if you leave for any reason.

Clean up

- Clean up is from **12:30 – 1:00 pm**
- Your cleaning deposit will be returned after your booth area has been cleaned and checked by a parent volunteer.
 - \$10 cleaning deposit for library booths
 - \$5 cleaning deposit for multi booths

Holiday Craft Faire Registration Form

1 form per booth

Specific description of your product, including packaging if selling a food item:

STUDENT INFORMATION—PLEASE PRINT LEGIBLY

I/We have read the information about the 2011 Holiday Craft Faire and want to participate.
I/We understand that it is my/our responsibility to follow the rules and procedures.

Print Student Name #1	Student Email	Homeroom Teacher
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Print Student Name #2	Student Email	Homeroom Teacher
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PARENT PERMISSION

If two students are sharing a booth, parent signature is required for both students.

I/We have read the Holiday Craft Faire information and give permission for my child to participate in the Holiday Craft Faire on December 9, 2011.

Parent/Guardian Signature Student #1	Email
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Parent/Guardian Signature Student #2	Email
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*******NO CHANGES AFTER DECEMBER 2!*******

“Surprise” products brought on the day of the Holiday Craft Faire will be not be sold and will be held in the office for pick up after the Faire.

Attach cash or check payable to “Egan School”

- \$20 per booth***
- \$25 per booth with an electrical outlet (determined by lottery)***

Bring sample or photo of product to Registration.