

STATE OF CONNECTICUT
HORACE C. WILCOX TECHNICAL HIGH SCHOOL

DONNA WITKIN
ASSISTANT PRINCIPAL
EXT. 6269

RICHARD CAVALLARO
PRINCIPAL
EXT. 6268

RUSSELL DUFFY
ASSISTANT PRINCIPAL
EXT. 6263

Dear Craftsperson:

Attached to this letter is an application for the Craft Fair that will be held at Wilcox Technical High School on Saturday, November 14, 2009 from 9am to 3pm. We had excellent feedback from last year's Craft Fair and we plan to make this year's event even better. For example, we will be providing a complimentary map of our Craft Fair to our Shoppers to ease their shopping experience for the 60+ spaces that will be available to feature our Crafters. We hope you will join us!

ENTRY FEES AND REGULATIONS

- **A \$30.00 NON-REFUNDABLE FEE PER SPACE (Approximately 8' X 10').**
If you wish to donate a craft item to our raffle, then the cost of a space is \$25.00.
- Tables can be rented for the event for \$20.00 per table.
- Electrical outlets are available for \$5.00; however, you must supply your own extension cord.
- **Please bring your own chairs and dollies.**
- Set-up times: Friday, November 13th 2009 from 4pm to 6pm
Saturday, November 14th 2009 from 7:30am to 9am
Set-up is limited to these times to avoid interfering with school operation. Your cooperation is needed.
- A 24-hour notice is appreciated if you cannot attend the Craft Fair.
- Crafters are responsible for their own taxes.
- Refreshments will be sold during the fair. No public admission will be charged.
- Advertising will be done by the Wilcox PFO through newspapers, road signs, posters & flyers. Please feel free to advertise as well.
- Coffee will be available during set-up Saturday morning for Crafters at no cost.

Please mail complete application, and a check for the fee made payable to **“Wilcox PFO”**, to:

PFO - 2009 Craft Fair
c/o Wilcox High School
298 Oregon Road
Meriden, CT 06451

Questions? Email: wilcoxcraftfair2009@yahoo.com or call (203) 238-6260 x 6267

Sincerely,

H.C. Wilcox Technical High School
Parent Faculty Organization
(Wilcox PFO)

**Application for Craft Fair
H.C. Wilcox Technical High School
298 Oregon Road
Meriden, CT**

Please complete the application below and return it along with your \$30.00 (\$25.00 if donating craft item) non-refundable entry fee; include \$20.00 extra to rent a table and \$5.00 extra for an electrical outlet, if needed. Also, please include a description and photo of your craft. Questions? Email: wilcoxcraftfair2009@yahoo.com

Return to: PFO - 2009 Craft Fair
c/o Wilcox High School
298 Oregon Road
Meriden, CT 06451

All fees are non-refundable. Make any Checks or Money Orders out to: Wilcox PFO.

Craftsperson: _____
Address: _____
City: _____
Phone: _____
Email _____

Craft Description: (Please, only hand-made items. Photo requested.)

- Please Check if:
- Electrical outlet is needed (cost \$5.00)
 - Table is needed (\$20.00 fee)
 - Specify special needs (wall space, corner, etc.)

Craft persons agree that Wilcox Tech, staff and organizers, and participants of this show are not responsible for loss or damage to work or bodily injury to exhibitors. We ask that you take precautions so that property of Wilcox Tech is not defaced in any way. Thank you.

Please sign and return ASAP. Spaces are reserved on a first come, first serve basis. Show date is Saturday, November 14, 2009 from 9AM - 3PM

Signature: _____ Date: _____