

## COVENTRY PTO CRAFT SHOW

Dear Crafter,

You are invited to participate in the **39<sup>th</sup> Annual PTO Craft Show**, sponsored by the PTO's of the Coventry public schools. The show will be held on Saturday, December 5, 2015 at Coventry High School, 78 Ripley Hill Road, Coventry, Connecticut. The show is held from 9:00 AM - 3:00 PM. Set-up is at 6:45 AM.

**SHOW RULES: Please read the following carefully!**

Set-up and Break-down: **Set-up is at 6:45 AM** and crafters are respectfully requested not to enter the school until that time. The show is advertised as being held until 3:00 PM. **Crafters are asked not to begin packing up until 3:00 PM** at the conclusion of the show.

Qualifications: This is a **juried** craft show. **All items must be personally crafted\***. You must submit photos of your work along with an additional photo of your booth set-up. The jury committee will review all applications. Your pictures should reflect your best work. Photos will be returned only if they fit into the self-addressed envelope enclosed with your application. We will limit the number of crafts in each category in order to have a well-balanced show. The committee reserves the right to reject participants on the morning of the show if the craft items do not abide by the rules of the show.

**\*No imports or factory mass-produced items will be permitted. If we suspect that crafts are not personally crafted, return invitations will not be issued. This rule will be strictly enforced to protect all crafters from unfair competition.**

If a crafter is unable to participate on the day of the show, he/she is to notify Denise Twerdy as soon as possible. Failure to do this will result in your name being deleted from our mailing list and you will not receive future invitations to our craft show.

Space Limitations: Each single space is 9 ft. wide by 8 ft. deep. A double space is 18 ft. wide by 8 ft. deep. Your entire display should be confined to your own area. **Requests for specific spaces will be considered, however, there are no guarantees and the committee reserves the right to assign spaces as necessary to ensure a well-balanced and successful show.**

Fee: The entry fee is \$80.00 for a single space and \$130.00 for a double space. The fee is non-refundable upon acceptance to the show.

Facilities: **Crafters will be responsible for supplying their own tables, chairs and extension cords.** Please request electricity if needed. There is no extra cost for electricity.

Sales Tax: Each crafter is required to furnish their CT Sales Tax Number. This information is forwarded to the State Revenue Department.

Food: A continental breakfast is served as a courtesy to the crafters from 7:30 - 9:00 AM. A luncheon, sponsored by the Family and Consumer Sciences Department, will be available for purchase. Crafters may pre-order their lunch the morning of the show. The students will then deliver the lunches or crafters can choose to eat in the Family and Consumer Sciences room. We provide booth sitters for crafters who would like to take a break or have lunch.

Take-A-Chance: We ask all crafters to donate an item to our Take-A-Chance table. This, however, is a voluntary gesture.

Directions: From I-84, take exit 67 and follow Rt. 31 South. At the intersection of Rt. 44, take a left onto Rt. 44. You will then reconnect onto Rt. 31 about 1 mile on the right. Follow Rt. 31 South until you get to Ripley Hill Road on the left. Take a left. The school is on the right. From I-384, follow Rt. 44 to Rt. 31 South. Follow the above directions to get to the high school.

**ALL PROCEEDS FROM THE CRAFT SHOW GO TO BENEFIT THE COVENTRY SCHOOLS. THE SCHOOLS WILL NOT BE RESPONSIBLE FOR ANY LOSS OR DAMAGE TO EXHIBITOR'S WARES, EXHIBITS, OR PERSONAL PROPERTY OR FOR ANY PERSONAL INJURY OR BODILY HARM THAT MAY BE INCURRED, EITHER TO THE EXHIBITOR OR CAUSED BY PRODUCTS SOLD OR EXHIBITED BY EXHIBITORS. THE SCHOOLS CANNOT BE HELD LIABLE FOR FAILURE TO PERFORM OR FULFILL ITS CONTRACTUAL OBLIGATION PROVIDED SUCH FAILURE IS CAUSED, OCCASIONED, OR IMPEDED BY CLOSURES OF SITE LOCATIONS DUE TO ANY CAUSE INCLUDING, BUT NOT LIMITED TO, ACTS OF GOD, FIRE, SMOKE AND WATER DAMAGE, OR ACTIONS BY LEGAL AUTHORITIES, ETC. SPECIFICALLY, THERE WILL BE NO REFUNDS DUE TO INCLEMENT WEATHER.**

**A RESERVATION IS A COMMITMENT TO SHOW. NO REFUNDS WILL BE ISSUED AFTER ACCEPTANCE OF AN APPLICATION. THERE ARE NO EXCEPTIONS.**

We look forward to another great year. See you in December.

Denise Twerdy

730 Pucker Street  
Coventry, CT 06238  
(860) 742-6479

# 39<sup>th</sup> Annual Coventry PTO Craft Show

Saturday, December 5, 2015  
Coventry High School, 78 Ripley Hill Road, Coventry, CT 06238  
Show Hours are 9:00 AM - 3:00 PM  
Set-up begins at 6:45 AM

Please complete this application fully and send with your check no later than September 1, 2015. **Please enclose a self-addressed stamped envelope for your response.** Checks should be made payable to Coventry High School Activity Fund.

**Send application, photos, self-addressed stamped envelope and check to:** Denise Twerdy, 730 Pucker Street, Coventry, CT 06238. (Returning crafters do not need to send photos.)

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

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

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

CT Sales Tax Number: \_\_\_\_\_

Type of Craft: (This portion must be completed)

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

Description of your space set-up, i.e. folding screens, back drops, etc.

\_\_\_\_\_

Booth Space: Single (9' wide by 8' deep)      \$80.00 \_\_\_\_\_  
                  Double (18' wide by 8' deep)    \$130.00 \_\_\_\_\_

Electrical Outlet Needed:    Yes \_\_\_\_\_                      No \_\_\_\_\_

Note: Extension cords may be necessary. Please provide your own.

I, \_\_\_\_\_, hereby state that I have read all of the rules and instructions and agree to abide by them.

Date: \_\_\_\_\_

Please read the application carefully. **If you agree with the rules, please sign on the line above and return your application with a self-addressed stamped envelope to Denise Twerdy by September 1, 2015. Applications accepted until the show is full.**