



121 William's Lake Rd.
Halifax, NS, B3P 1T6
Office: (902) 479-4418

September 12, 2017

Dear New and Returning Crafters:

Each November, the Cunard Junior High PTA hosts a Christmas Craft Fair to raise funds for much-needed educational support materials. Our event is well-known for its high calibre of Exhibitors and strong community support. We are a small school with big spirit! This is our 30th year!

This year, the 30th Annual Craft Fair will be held on **Saturday, November 25, 2017** from 9 AM to 1:30 PM, and we welcome you to take part again, or perhaps for the first time.

- Craft Fair location: Cunard Junior High School, 121 Williams Lake Road, Halifax.
- Crafter setup: **Friday, November 24, 2016, 6 PM - 8 PM.**
- Craft Fair hours: **Saturday, November 25, 2016, 9 AM - 1:30 PM.** (Doors open to exhibitors at 8 am.)

Table Rental Information: Choose a table in the gym (where most of the crafters are), or in a nearby classroom

	GYM	Classroom
Base Table Unit (approx. 2.5 ft x 5 ft) & 2 Chairs	\$45.00 each	\$40.00 each
Extra Table (approx. 2.5 ft x 2.5 ft) *	\$15.00 each	\$10.00 each

*Extra lengths are NOT available during setup.

Tables with electrical outlets are in short supply. Locations near outlets may be requested and will be assigned in order of receipt of Rental Agreement/Payment. If you do secure a table near an outlet, please supply your own extension cord.

- Our friendly and helpful Student volunteers will be available to assist you with unloading/loading during set-up and dismantling.
- Canteen and Tea Room service will be available during Craft Fair hours.
- Please park on a side street during the festival to allow for customer parking in the school lot. We will ensure our lot is open for customer parking.
- No advance selling is permitted.
- Displays cannot be dismantled before 1:30 pm, and all materials must be removed by 3 pm.
- Agreement/Payment should be received by School Office by **October 31, 2017.** Cash/Cheque payment only. Sorry, we are not setup to accept e-transfers.
- No active Diffusers please.

Should you have any questions/inquiries, please email Table Rental Coordinator; Brenda Rooney bdrooney@icloud.com. Rental Agreements/Payments are to be directed to Cunard Jr. High Office, 121 Williams Lake Rd, Halifax, 902-479-4418.

Cunard Junior High Christmas Craft Fair Rental Agreement, 2016

1. I agree to rent at minimum a 2.5 foot by 5 foot table (approx.) at the Cunard Junior High Christmas Craft Fair on Saturday, November 25, 2017 from 9 am to 1:30 pm.
2. I agree that Cunard Junior High and/or the Cunard Junior High PTA is not responsible for any damage to, theft of, or loss of any material during the time of the Fair, including set-up and dismantling. I agree that my table(s) will be set up before 8:30 am on November 25, 2017 or my space and deposit fee will be forfeited.

Signature: _____

Please **PRINT** the following identifying and order information:

Last Name: _____ First Name: _____

Business Name: _____

Best Contact Phone # (if needed) _____

Email address: _____

Description of goods to be sold at the Fair(include if any scented products):

	GYM-Indicate Table Quantity	Classroom-Indicate Table Quantity
Base Unit (~2.5 ft x 5 ft) & 2 Chairs	\$45.00 each x ____ = \$ ____	\$40.00 each x ____ = \$ ____
Extra Table (~2.5 ft x 2.5 ft) *	\$15.00 each x ____ = \$ ____	\$10.00 each x ____ = \$ ____
Total Enclosed (Cash or Cheque only/Cheques made out to "Cunard Jr. High")	\$	\$

*Extra lengths are NOT available during setup.

Backdrops and/or display stands must fit the table space requested.

If you have a preferred Booth location in Gym, please indicate your top 3 preferred booth choices, based on the attached chart:

1st choice Booth # _____ 2rd choice Booth # _____ 3rd choice Booth # _____

While we will endeavour to place you in a preferred location. Requests will be accepted once payment received on a first-come-first-served basis.

Please return completed form with payment (CASH or CHEQUES ONLY/no post-dated cheques or e-transfers) by **October 31, 2017 to:**

Cunard Jr. High Office, 121 William's Lake Rd. Halifax, NS, B3P 1T6

Thank You for supporting Cunard Jr. High !

Website: cun.hrsb.ca

Twitter: [@cunardjunior](https://twitter.com/cunardjunior)

Like/Share our Facebook Page: "30th Annual Cunard Christmas Craft Fair"

