

Edison High School Fall Craft Fair  
Saturday, October 14 (9:00 am - 3:00 pm)  
5801 Franconia Road, Alexandria, VA



## WELCOME

Edison Athletic Booster Club is proud to announce the return of our annual Fall Craft Fair! We thank you for your previous interest and participation to showcase your unique skills to our Edison community and beyond.

## REGISTER PROMPTLY

Online registration is now open! **PLEASE register before Saturday, October 7, 2023** as this will allow us to efficiently plan out the vendor spaces within the school. Visit our online application form to apply now: <https://www.edisonboosters.org/fall-craft-fair-form/>

To register, simply complete all sections in the application **AND** submit payment. Applications are not final until payment is also received. Please note, all applications are subject to review/approval. If for some reason we do not approve your application, your payment will be refunded in full.

## \*\*\*NON-HANDMADE/DIRECT SELLERS ITEMS MESSAGE\*\*\*

As we want this event to be as successful and fun for you, our visitors and us, the committee desires to have a variety of crafters in attendance. Because of this, we are only permitting **ONE** vendor representing a specific company to purchase a space. Ex. **ONE** Tupperware, **ONE** Thirty-One, etc. To prevent overlap, if this category applies to what you will be offering/selling, **PRIOR to submitting your application and submitting your payment**, you must contact [CraftFair@edisonboosters.org](mailto:CraftFair@edisonboosters.org). Once we review your request, we will confirm via email the status and if approved, will request that you complete the application and payment process within 48 hours. If you do not register and pay within the prescribed time frame, you will forfeit your "spot" in line and you may be replaced with a similar vendor. Thank you for understanding.

## CRAFT ITEM LISTING

Once you submit your application stating the items you want to sell, **NO** new items may be displayed or introduced. Also, when listing out your items, please be general in your description. Ex. Handmade jewelry, custom coffee mugs, embroidered face masks, aromatherapy candles, etc.

## VENDOR SPACE DETAILS

The Fall Craft Fair will be held **indoors** in the **cafeteria** and **gymnasium** at the Thomas A. Edison High School in Alexandria, VA. All of our vendor spaces will be 10'x10'. You can rent (1) table (each table comes with 2 chairs) for \$10.00 each and will be distributed on a first come-first served basis via requests on the vendor application. There is no discount if you don't need the chairs with the table. *Tables vary between 5'-6' – we can't guarantee size.*

Please note, due to the number of expected registrants, we cannot guarantee special requests such as being beside a crafter friend. Also, **electricity is extremely limited in the cafeteria and gymnasium areas** and will be available for a \$10.00 fee. We kindly ask that you **ONLY** request electricity if it is critical to your success that day. Please be sure to notate this area on your application and explain what you will be plugging into (glue gun, register, lights, etc.). Letting us know will allow us to strategically place our vendors to prevent circuit overload. If you need electricity, you will need to supply your own extension cord (25' or more) and tape to fully and safely hide and secure the cord in a safe manner for all. If your electricity request is not approved or if we run out of outlets, you will be refunded your \$10.00 in full.

### **ADVERTISING**

As we want to be sure this event is successful for YOU, we will be using a variety of advertising methods such as:

- Facebook
- X (FKA: Twitter)
- Instagram
- Community newsletters/signage/banners.

We are also relying on YOU, our crafter friends to send the word out via your friends and communities as well.

### **MISCELLANEOUS ITEMS**

Although there are many ancillary costs involved with an event like this, we will **NOT** be charging our visitors an admission fee to attend the event. As we get closer to the event, we will be sending out maps, parking information and last-minute reminders/details for you.

In addition to all the great craft items you are displaying, we are planning to have some of Edison's school groups offering food and other goodies for our vendors and visitors to purchase. Back by popular demand, we have arranged to have a setup time from 7:00 pm - 9:00 pm on Friday, October 13 and will open the doors the morning of the event at 7:30 am to give you additional time to organize your space. We will **ALSO** have plenty of student/parent volunteers on hand to help you unload your vehicles and transport your items to your vendor location.

### **CANCELLATION POLICY**

Once Edison High School Fall Craft Fair committee has accepted your application and vendor fee, **NO REFUNDS** will be given (**NO** exceptions, except those noted previously). If you are a direct seller or similar, please review the above notes on when to submit your application for review/approval.

If FCPS cancels the event or closes the school grounds, vendors can choose to apply their application fees toward the rescheduled Edison High School Fall Craft Fair event at a future date.

## **HEALTH PROCEDURES**

At this time, there are currently no COVID restrictions within FCPS schools and activities and we will be sure to send out any updates if they should change in the interim. Should FCPS decide to cancel due to COVID restrictions, there will be NO partial or full refunds.

## **FALL CRAFT FAIR RULES**

- As stated previously, once we have accepted your application and vendor fee, no refunds will be given (NO exceptions, except those noted previously). If you are a direct seller or similar, please review the above notes on when to submit your application for review/approval.
- Displays must be kept within the boundaries of your space assignment.
- Vendors can only display and sell the merchandise they stated on their application.
- Vendors must be at their assigned spaces by 9:00 am on Saturday, October 14 ready to greet our visitors.
- Vendor tables must be manned, and all displays visible from 9:00 am - 3:00 pm. If you need to use the restroom or grab lunch, we can have a student volunteer watch over your table for you.
- Vendors **MAY NOT** remove displays or break down their tables prior to 3:00 pm.
- All displays and items must be taken down and removed immediately following the close of the event at 3:00 pm and vendors are responsible for cleaning their space before leaving.
- You are responsible for your products at all times including, but not limited to table coverings, pricing, receipts, bags, etc.
- All sales from our Fall Craft Fair will be conducted between you/the vendor and the purchaser. Vendors are responsible for collecting, paying, and remitting any applicable Virginia Sales Tax to the Virginia Department of Taxation on all sales made during the Fall Craft Fair.

## **VENDOR AGREEMENT**

By completing and submitting our Edison High School Fall Craft Fair application for Saturday, October 14, 2023, vendors acknowledge they have read and understand this information packet and the rules and guidelines set forth above and agree to abide by them. The vendors and any “helpers” and/or assistants release Thomas A. Edison High School, Edison Athletic Booster Club members and volunteers, Fairfax County Public Schools and their agents or representatives from and against any and all liabilities, loss, costs or damages of any kind or nature arising out of or in connection to this event.

## **QUESTIONS**

Should you have any questions about the event, please contact [CraftFair@edisonboosters.org](mailto:CraftFair@edisonboosters.org)  
Thank you again for your consideration in attending our craft fair!

– Edison Athletic Booster Club