Spokane Community College

Environmental Science Club’s Craft Fair

Vendor Information Sheet

Our fair is dedicated to promoting handmade arts, foods, and clothing. We strive to present only original work made by the artist however if space permits we may allow commercially made products. Please consult with the fair coordinator if you have questions.

Vendor selection is based on creativity, quality, and originality. New applicants are asked to submit 3 representative photos of their work and booth set up with the application.

Specifics

Spaces are available on a first-come first-serve basis however we reserve the right to limit the number of vendors in any one category, so please send your application in early. We will work with returning vendors to try to get them their preferred space providing we have received their application by the deadline published on our website. Reservations will be confirmed as soon as possible and we will notify you of your booth location no later than one week prior to the show. Please note – we do not give refunds. If we receive an application and check and you are not accepted into the show your documents will be shredded. We reserve the right to refuse re-entry to former vendors.

All rental spaces are approx. 10x10 or 4.5x10. We cannot guarantee exact dimensions or presentation space at each booth. If you have specific needs please describe them on the application or contact the fair coordinator. Rental fee is $75.00 for 10x10 and $45.00 for 4.5x10 spaces. Students of SCC will have priority for the smaller booth space providing their application is received in time.

 It is expected that you will bring your own table and lighting and extension cords. We have a limited number of eight foot tables available for a $10.00 fee. Each 10x10 space is able to accommodate one table. We are also able to have table rentals for the 4.5x10 space. Two chairs will be provided in each space.

We try to limit the number of vendors with similar product types in order to provide our patrons with variety and give our vendors the opportunity for a successful show. We will make every attempt to separate vendors in similar product categories.

To secure a booth please fill out the application form and return to the address listed by the deadline date published on our website. NOTE – returning vendors wishing to secure their favored booth have different deadlines than new vendors. Include your booth fee and any table fee. You will receive confirmation a month prior to the show and your booth number no later than a week prior to the show. Please DO NOT call the Craft Fair Coordinator to ask if there is space available. This will jeopardize your placement into the show because we do not hold spaces unless we have an application and check in hand. If by the time we receive your check the show is full, we will notify you and shred your check and application.

Vendors may sponsor drawings or raffles only if they do not require a purchase. Secure guest Wi-Fi is available.

Advertising will be arranged by the SCC Environmental Sciences Clubs and we encourage you to contact friends, family, co workers etc. You are also encouraged to use coupons or special flyers for additional promotions. Media advertising will occur in local venues depending on availability, cost and quality.

Set Up

The craft fair takes place in the Lair Student Center building #6. Vendors load and unload at the west or east side of the building. Please review the campus map to become familiar with the layout. <http://www.scc.spokane.edu/College/CampusMap.aspx>

Doors will be opened for set up at 6:30 am on Saturday. Vendors with extensive layouts are encouraged to make arrangements with the Fair Coordinator for limited Friday night set up between 4:30 and 6:30 pm.

Students will be available to help you move in Saturday morning and move out Saturday evening. They are also available to help you find answers to any questions you may have.

Please unload as quickly as possible and move your vehicle immediately so others may do the same.

Please park your vehicle away from the entrance after loading so we keep the closest spots available to our shoppers.

Vendors must be set up and ready to serve the shoppers by 9:00 am on Saturday. **Please keep your booth attended at all times. Dismantling your booth prior to closing may disqualify you from participation in future fairs.**

We are here to help you have a successful show. If you have any questions contact the Craft Fair Coordinator via email at scccraftfair@gmail.com