

The P.T.A. of the Robert E. Bell School in Chappaqua :
The 34th Annual Chappaqua Craft & Gift Fair

Frequently Asked Questions

1. Is your event indoors or outdoors? Do I need a tent?

Our event is all indoors. You do not need a tent, and we prefer that you do not bring one. Nevertheless, since we know that some vendors feel that a tent is an integral part of their booth setup, we permit vendors to bring them, as long as they inform us in advance and pay for a 10x10 booth guarantee. We require this so we can be sure that your tent will fit and that we place you where you will not block other vendors from view. You should be aware that bringing a tent will limit where we can place you and usually means you will be placed along the walls or in a corner.

2. What size are your tables?

Our tables are 6'x2-1/2'. Two tables fit comfortably in any size booth. Depending on how you arrange your tables, you may even fit three.

3. What is the difference among the various booth locations? How do I know what location to request?

Our booths are located in the school auditorium, the gymnasiums, and the hallways connecting the three. It is a fairly compact area. There aren't any areas that we can predict will have more or less foot traffic than others. A request for a 10x10 booth or for electricity will limit the locations where you can be placed. Also, please note that electricity will be given on a first-come, first served basis. Finally, we have vendors who request the same spot year after year, whether in the gyms, the auditorium or the hallways. We always try to give returning vendors priority in booth location requests. So if you are new to our Fair, we may not be able to honor any special location requests.

4. Do I need to pay for a booth "guarantee"?

We charge \$135 for a booth regardless of size. The assigned booth sizes will range from 60-80 square feet or a 10 x10 space. All of our booths can accommodate at least two tables. Some people want to make sure that they get a 10x10 space, which is the largest space we have. The \$20 is to guarantee that size space. If you can work within the other spaces, there is no need to get the "guarantee." If you wish to bring a tent for your setup, then we ask that you pay for the guarantee.

THANK YOU!

