

**Newtown Township Parks & Recreation**  
**Craft Fair Guidelines**  
**Saturday, November 23, 2024**  
**10 am - 3 pm**

**Set-Up Guidelines**

- **Set up time for the event will be from 7:30 - 9:30 am, Saturday morning.** Please have all packing containers and materials stored away and out of sight prior to the start of the event at 10:00 am. Vendors are responsible for loading and unloading their merchandise. The township is unable to provide equipment or manpower for set up.
- **Vendors must provide their own tables, no more than 8' in length and 30" in width per spot.** \*Vendors with Hallway booths will be provided two 5 x 2 tables. We will have chairs available.
- Please be aware that some spots will be approximate as our room configurations do not allow for all spots to be rectangular. However, they will all accommodate 8' tables.
- All vendors are asked to bring table covers to cover their tables. All tables must be covered to the floor. This keeps a clean, neat appearance. Please do not put anything in front of your table or in the visitor walking areas.
- Vendors with booths in the Lobby and Public Meeting Room will enter through the double glass doors of the Administration Building. Vendors with booths in the hallway and community rooms may enter through the side door, to the right of the main entrance. You will receive a diagram showing your booth spot next week.
- **Once your vehicle has been unloaded, we ask that all vendors park at the Public Works building located across the main entrance road.** This will ensure adequate parking for customers.

**General Guidelines**

Vendor displays may not encroach upon neighboring display areas. Displays may not extend beyond their allotted space. The display may not impede the flow of foot traffic, block entrances or cover emergency exits.

All crafts must be the original work of the crafter. Only items provided on the application may be sold. Any items not meeting this guideline will be prohibited.

We must limit selling of too many products at one space. If you make blankets & scarves, it's not acceptable to throw in jewelry too. If we see that you've added something to your space that was not approved, you will be asked to remove it.

Tables must be manned for the duration of the event; the township is not responsible for vendor merchandise.

We ask that all vendors wait until 3:00 pm to start packing up or leaving the event. A township representative will be onsite until 5:00 pm to allow time to pack up your merchandise.

This is an indoor event. Restrooms are available.

We will provide light refreshments in the morning. A food truck will be at our event if you would like to purchase something for lunch.

The facility does have wireless Internet access and passwords will be distributed that morning.

Our goal is to make this a fun, friendly and prosperous event for everyone!

Any questions, please contact Gerri Lumpkin, Newtown Township Parks & Recreation at 215-968-2800, x 266 or 215-347-3408.