**EVENT LOCATION:**

Cab Calloway School of the Arts

100 N DuPont Road

Wilmington, DE 19807

302-651-2700 x 108

**DATE:** Saturday, December 16, 2017

**CRAFT FAIR HOURS:** 10:00 AM TO 4:00 PM

**SET-UP TIMES:** Saturday, December 16 – 9:00 to 10:00 AM

**UNLOADING for Set-up & PICKING UP for Take-down:** Vendors/Exhibitors are permitted to drive up to the curb at the Main Entrance to unload items during Set-up Times and to pick-up items during Take-Down Times only. ***Set-up is not permitted until your vehicle is fully unloaded and moved to the designated Vendor Parking Area*.** ***Also, early Take-Down is NOT permitted.***

**VENDOR ASSISTANCE:** Cab Calloway TSA **students** will be **available to assist all vendors** carry and transport items during both of the above-mentioned Set-up and Take-down Times.

**VENDOR SPACES**: *The number of available spaces will be limited*; each will be 8’x8’. ***Vendors are asked to supply their own tables*** (not to exceed 8’ in length) ***and chairs.***

***However, there are tables available for a surcharge of $5 per table***.

**The Winter Piano Festival will be performing all day on the main stage of the CCSA Theatre. Enter from the band hallway on the left of the theatre, directly to the intimate seating on the stage.  Piano Majors will be performing according to grade level.  10 am:6th, 11:30 am:7th, 1pm:8th, 2:30 pm:9th, 4 pm:10th, 5:30 pm:11th. 7 pm:12th grade.   We welcome your support!**

**Booking availability is on a first come, first served basis**. Vendor Spaces will be pre-assigned by the TSA based upon the type of space paid for, special requests, the order in which the responses and payments are received, etc.. All Displays MUST remain within the designated Vendor Space. Vendors are expected to keep boxes and additional inventory and debris under the tables and out of the way of customers.

**PRICE OF VENDOR EXHIBIT SPACES** (Vendors are NOT permitted to share or co-op Vendor Display Spaces)**:**

Single Exhibit Spaces (w/o electrical outlet)-**$20.00 each**

Double Exhibit Spaces (w/o electrical outlet; limited qty.)-**$30.00 each**

**PARKING:** Located in the lot next to the school by the Athletic Fields.

**RESTROOMS:** There is a large facility with multiple units and sinks (1 for Women and 1 for Men) adjacent to the Lobby Area.

**RAFFLES:**

 **Door Prizes:**  Guests will receive 1 Door Prize Ticket each upon arrival for 1 -2 Door Prizes.

 **Gift Basket Raffles:** Baskets will be raffled-off throughout the event. The Gift Basket Raffle Tickets will be sold from 9 am to 2:30 pm; The Gift Basket Table will be located near the Main Entrance.

**Craft Fair Purchaser’s Incentive Raffle:** We will be raffling a $50 Gift Card. Every customer who has made a purchase from our Vendors at the Event will receive a ticket for each purchase made: The more they buy, the greater the odds they will win! Details will be included in the Vendor Packets to be handed out on the morning of the Craft Fair (and MORE!).

**MISCELLANEOUS EVENT INFORMATION:**

The Craft Fair will be held in the Lobby Area of Cab Calloway School of the Arts

This is a **One-Level, Indoor event**

We are a **Non-Juried event**

All Vendors are responsible for any and all required State Tax Licenses as well as the collection of and remitting of Sales Tax where applicable.

**LUNCH** is **not** **included** with Vendor Fee.

Each Vendor will receive 1 complimentary bottle of water.

**Food Concessions** will be available and you will receive a Menu when you arrive. Students will be available to take and deliver food orders to the Display area for those vendors who wish to remain at their tables.

No Vendor may sell any soft drinks, name brand drinks, bottled water or food item which is being offered at the event’s snack.

Lighting of candles, incense or potpourri or any other similar item is NOT PERMITTED.

**There will be access to the Red Clay School District’s Wifi Service for our vendors**. (The passcode will be issued to vendors when they arrive on Saturday morning)

**NO** fireworks, gunpowder, streamers poppers, snaps, pop guns, marshmallow guns or other silly string, stink bombs, spray paint, or any similar disruptive items may be sold.

**NO** Sexual or vulgar merchandise or any other items of a similar nature may be sold.

Additionally, the sale of alcoholic beverages, firearms, knives or weapons of any sort or similar items is **strictly prohibited.**

Smoking is **not permitted** on school property.

The consumption of alcoholic beverages is **not permitted** on school property.

The use of illegal drugs is **not permitted.**

**ABOUT THE CAB CALLOWAY MIDDLE SCHOOL TECHNOLOGY STUDENT ASSOCIATION:**

**Our Mission Statement: The Technology Student Association enhances personal development, leadership, and career opportunities in STEM, whereby members apply and integrate these concepts through intra-curricular activities, competitions, and related programs.**

**Our Motto: “Learning to lead in a technical world”**

**Who Are TSA Members?**

The Technology Student Association (TSA) is a national organization of students engaged in science, technology, engineering and mathematics (STEM). Open to students enrolled in or who have completed technology education courses, TSA’s membership includes over 233,000 middle and high school students in approximately 2,000 schools spanning 49 states. TSA is supported by educators, parents and business leaders who believe in the need for a technologically literate society. Members learn through exciting competitive events, leadership opportunities and much more. The diversity of activities makes TSA a positive experience for every student. From engineers to business managers, our alumni credit TSA with a positive influence on their lives.

**This year, our students will compete in Delaware, and the finalists will proceed to Atlanta, GA for the TSA National Conference in June.**

**This Bazaar is raising funds to ensure all children can attend.**