



Easton Area High School Instrumental Music Association

Dear Crafter/Vendor,

The EAHS Instrumental Music Association will be holding its biannual craft show on Saturday, **March 25, 2023**. We would like to take this opportunity to personally invite you to become a crafter/vendor at our Spring Craft Show. The show will be held from 9:00 am to 2:00 pm at the **Easton Area High School cafeteria, 2601 William Penn Highway, Easton, PA 18045**. This will be an ideal opportunity to sell your unique items. This event is an important fundraiser for the IMA and provides invaluable support for the instrumental students at the high school. We hope you will assist in our fundraising efforts and participate in our Spring craft show.

As we have done in the past, our show is open to both crafters and vendors. Please indicate on the application if you are a crafter or a vendor. Applications are available on our website eahsmusic.org.

Should you have any questions, please feel free to contact Gretchen Burwell at eahscraftshow@gmail.com or text/call (484) 903-2350.

Thank you again and we are looking forward to hearing from you!

Sincerely,

Gretchen Burwell

IMA Chairperson, Craft Show

**INSTRUMENTAL MUSIC ASSOCIATION
SPRING CRAFT SHOW INFORMATION SHEET**

Saturday, March 25, 2023

9:00 AM – 2:00 PM

1. Spaces are approximately 10 ft. frontage x 5 ft. deep. This could vary slightly if your space is in the hallway. The cost is **\$50.00** per space without electricity; **\$55.00** with electricity.
2. **YOU MUST BRING YOUR OWN TABLES AND CHAIRS.**
3. Applications are accepted on a first come, first serve basis. Please submit your payment early to avoid disappointment.
4. Any special request on application is filled on a **first-come, first served** basis and is **NOT** guaranteed.
5. Check **must** accompany your application. Please make a **check payable to “IMA”**. We do not mail confirmations. Mail applications to:

Instrumental Music Association
c/o Gretchen Burwell
PO Box 3535
Easton, PA 18043
6. We **TRY** to maintain some distance between crafters/vendors with the same or similar items. However, because some sellers offer multiple types of items (for example, floral and wood items), it is not always possible to separate applicants as far apart as desired.
7. Please do not ask to set up the night before the show or earlier than 7:00 AM on show day.
8. The IMA reserves the right to not accept any crafter/vendor application.
9. **NO REFUNDS will be given for cancellations after March 1, 2023.**

ON SHOW DAY:

1. We will have volunteers to assist you with off-loading at **7:00 AM**. They will also be available at 2:00 PM to assist with packing items. **You are not allowed to break down before 2:00 PM.**
2. **PLEASE DO NOT ENTER THE BUILDING BEFORE 7:00 AM.**
3. Check-in time is 7:00-8:30 AM at the IMA tables in the hallway. Upon arrival, please **sign-in** with us **before** you begin your set-up. At that time, you will receive:
 - a. Your space assignment.
 - b. Menu/prices for our food court (please see application to indicate if you need a volunteer to bring lunch to your space).
 - c. One coupon for a free hot drink and doughnut **per purchased space**.
 - d. Your numbered display slip for our *Treasure Hunt*. We encourage you to participate as this brings our patrons to all spaces in search of their matching number. The *Treasure Hunt* also serves as a fundraiser for us to benefit all instrumental music students at EAHS. (See below)
4. After unloading, **please move your vehicle as far away from the building as is physically possible**. This will allow customers to easily enter the building by having parking available close to the building. After all, that is why you are at the show!

QUESTIONS? Gretchen Burwell at eahscraftshow@gmail.com or (484) 903-2350.

TREASURE HUNT RULES AND PROCEDURES

When you check in a craft show official will ask if you wish to donate an item. If so, take a "Treasure Hunt Prize" slip and place it on your display with the item you are donating. **Please be sure that the prize is suitably visible.**

The item **MUST** be easily visible to the customer without having to touch or move anything.

When a customer has the ticket with the number matching the same one on your "Treasure Hunt Prize" slip, they may take the item. Have the customer sign the "Treasure Hunt Prize" slip and give this to any volunteer.

You may not assist the customer in locating the item, or tell them the ticket number. However, you may tell them if you have a prize or if it has already been won. Any prize not claimed by the end of the day remains the property of the crafter. Any substitution of the prize (such as for color or style) is entirely at the discretion of the crafter/vendor.

APPLICATION

IMA Spring Craft Show at Easton Area High School

Saturday • March 25, 2023 • 9:00 AM – 2:00 PM

NAME _____ DATE _____

ADDRESS _____

CITY/STATE/ZIP _____

PHONE _____ EMAIL _____

NUMBER OF SPACES ___ \$50.00 (without electricity)
 ___ \$55.00 (with electricity)
 ___ TOTAL (checks payable to IMA)

BRIEF DESCRIPTION OF ITEMS TO BE SOLD (please include all items)

CIRCLE EACH

Do you require electricity in your space?	Yes	No
Will you need a volunteer to bring lunch from our cafe to your space?	Yes	No
Will you participate in the Treasure Hunt?	Yes	No
Please circle one indicating your selling status:	Crafter	Vendor

Please specify if you have a space/location preference or have any physical restrictions:
 Due to the increasing popularity of our show, and the physical limitations of the room layouts (electrical outlets), **previous space assignments are NOT guaranteed.** We will make EVERY effort possible to place you in your 'same' space, but again, no space assignments are guaranteed.

PLEASE MAIL YOUR COMPLETED APPLICATION AND CHECK PAYABLE TO IMA:

Instrumental Music Association
 c/o Gretchen Burwell
 PO Box 3535
 Easton, PA 18043

FOR IMA USE ONLY

CHECK# _____ DATE RECEIVED _____ ENTRY NUMBER _____ SPACE _____