



## Saint Gregory the Great Academy

*A Ministry of the Church of St. Gregory the Great  
The Reverend Michael McClane, Pastor*

*4680 Nottingham Way, Hamilton Square, NJ 08690  
Dr. Jason C. Briggs, Principal  
(609)587-1131*

### APPLICATION AND SHOW INFORMATION

St. Gregory the Great PTA holds an annual Craft/Vendor Show the second Saturday in November.

Please complete the attached application to be considered for entrance to the show. Along with your completed application, please submit non-returnable photographs of both your process and your craft or product. The photographs of your process should be of you creating your crafted items and may be Polaroid shots. All photographs are retained by the craft show committee. Should you not gain entrance to the show, they are maintained on our files for future shows.

The show is juried and all crafts/products are categorized. Size of each category is limited. When an opening occurs in a category, all applications in that category are reviewed by the committee to determine acceptance. Thus, the oldest application is not necessarily the next accepted application.

***After applications are reviewed, accepted crafters/vendors are contacted by the committee to be offered spaces in the show. Unfortunately, due to the size of our lists, crafters/vendors who are not accepted for the show will not be notified.***

We also maintain a list of Last Minute Substitutes. Occasionally, crafters/vendors cancel due to illness, injury, etc. This might be a week prior to the show, the night before, or the morning of the show. If you would like to be considered for our cancellation list, please indicate on the application attached. There is no obligation if you are called and unable to do the show at the last minute.

If you should have any questions, you may contact us at (609) 587-1131 extension 546 or [craftshow@stgregorythegreat.org](mailto:craftshow@stgregorythegreat.org). The voice and e-mail mailboxes are checked weekly during the year and more frequently closer to show time.

We thank you for taking the time to review this information and complete the application. Please retain this page for your files and return the application to us. We appreciate your interest in our show!

### SHOW INFORMATION

**LOCATION** St. Gregory the Great Parish Community Center  
4680 Nottingham Way  
Hamilton, NJ 08690

**Show Hours:** 9:00 a.m. - 3:00 p.m.

**Craft Show:** November 10 2018

**School Number:** 609-587-1131 EXT.546

**SPACE SIZE:** Choice of 8' x 2 1/2' table or 8' x 6' space. Tables are provided by St. Gregory the Great. Any crafter wishing to use his/her own table for any reason must obtain prior approval of the committee. Call school number listed above.

**SET-UP:** Friday evening between 8:00 - 9:30 p.m. **only.** Saturday 6:00 a.m.; all crafters must be in the building by 8:00 a.m. Displays should not be dismantled **prior to 3:00 p.m.**; all crafters must complete their takedown by 4:00 p.m. Entry/Exit is through the **front doors only** due to fire codes. Check in at the registration table prior to setting up your display.

**PARKING:** After unloading vehicles they must be parked in the designated area.

**FOOD:** Free continental breakfast of coffee, tea or juice and bagel or doughnut from 7-8:45 a.m. Lunch is available for purchase.

**FEES:**

- \$ 55.00 - first table or space
- \$ 45.00 - each additional table or space
- \$ 10.00 - electricity

**PLEASE DO NOT SEND ANY  
MONEY UNTIL  
YOUR APPLICATION IS  
APPROVED AND  
A CONTRACT HAS BEEN  
SENT TO YOU**

## ST GREGORY THE GREAT PTA CRAFT SHOW APPLICATION

*To be considered for acceptance in the St. Gregory the Great Craft Show, please complete the following information.*

BUSINESS NAME: \_\_\_\_\_

NAME (S): \_\_\_\_\_

\_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, ST, ZIP \_\_\_\_\_

TELEPHONE \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

*May we share your phone number and/or e-mail address with other craft promoters who contact us for name & numbers?*

YES NO

DATE OF APPLICATION: \_\_\_\_\_

LAST MINUTE SUBSTITUTE: YES NO

Please include a detailed description of your merchandise and include non-returnable sample photos of your work/product. A variety of seasonal photos is requested due to the fact that we run two shows. Applications will not be considered for acceptance without the photos. All applications are reviewed. If accepted, you will be contacted by the committee to be offered space in the show. ***Unfortunately, due to the size of our crafter/vendor list, crafters/vendors who are not accepted for the show will not be notified.***

Please return completed application to:

St. Gregory the Great Academy  
ATTN: PTA CRAFT SHOW COMMITTEE  
4680 Nottingham Way  
Hamilton Square, NJ 08690