

COVENTRY PTO CRAFT SHOW

Rules and General Information

Dear Crafter,

You are invited to participate in the **49th Annual PTO Craft Show**, sponsored by the PTO's of the Coventry Public Schools. The show will be held on Saturday, December 6, 2025, at Coventry High School, 78 Ripley Hill Road, Coventry, CT 06238. The show is held from 9:00 AM - 2:00 PM. Set-up starts at 6:00 AM.

SHOW RULES: *Please read the following carefully!*

Set-up and Break-down: Set-up starts at 6:00 AM and crafters are respectfully requested not to enter the school until that time. **Please use the following address for our CRAFTER ONLY parking lot: Captain Nathan Hale Middle School, 1776 Main St, Coventry, CT 06238.** There will be signs directing you to the lot. The show is advertised as being held until 2:00 PM. **Crafters are asked not to begin packing up until 2:00 PM** at the conclusion of the show.

Qualifications: This is a **juried** craft show. **All items must be personally crafted***. You must submit photos of your work along with an additional photo of your booth set-up. Returning vendors are asked to submit new photos this year. These may be provided by email or mailed with applications. The jury committee will review all applications. Your pictures should reflect your best work. Photos will be returned only if they fit into the self-addressed stamped envelope enclosed with your application. We will limit the number of crafts in each category in order to have a well-balanced show. The committee reserves the right to reject participants on the morning of the show if the craft items do not abide by the rules of the show.

****No imports or factory mass-produced items will be permitted. If we suspect that crafts are not personally crafted, return invitations will not be issued. This rule will be strictly enforced to protect all crafters from unfair competition.***

If a crafter is unable to participate on the day of the show, they are to notify the Coventry PTO Craft Show Committee as soon as possible. Failure to do this will result in your name being deleted from our mailing list and you will not receive future invitations to our craft show.

Space Limitations: Each single space is 9 ft. wide x 8 ft. deep. A double space is 18 ft. wide x 8 ft. deep. Your entire display should be confined to your own area. **Requests for specific spaces will be considered, however, there are no guarantees and the committee reserves the right to assign spaces as necessary to ensure a well-balanced and successful show.**

Fee: The entry fee is \$90.00 for a single space, \$150.00 for a double space, and \$200 for a triple space. The fee is non-refundable upon acceptance to the show EXCEPT in the event the show is canceled due to changes to public health requirements.

Facilities: Crafters will be responsible for supplying their own tables, chairs and extension cords. Please request electricity if needed. There is no extra cost for electricity. **If using tape to secure items to the floor, to prevent damage to the floor finish ONLY light-tack painters tape is allowed. Absolutely NO duct tape.**

Sales Tax: Each crafter is required to furnish their CT Sales Tax Number. This information is forwarded to the State Revenue Department.

Food: Coffee and pastries will be served as a courtesy to the crafters from 7:30 – 9:00 AM. A luncheon will be available for purchase. Crafters may pre-order their lunch the morning of the show. Student volunteers will then deliver the lunches to your booths. We provide booth sitters for crafters who would like to take a break or have lunch.

Take-A-Chance: We ask all crafters to donate an item to our Take-A-Chance table. This, however, is a voluntary gesture. When selecting an item to enter, please note: The Take-A-Chance Table is a fundraiser for the town's PTOs and all proceeds from raffle ticket sales directly benefit the programs at our schools.

This table is also one of the first things our customers see when they walk in the door. We are working toward having your booth location, as well as a map, displayed with your donated item to lead guests toward your booth.

Directions: **Please use the following address to get to our special CRAFTER ONLY Parking lot:**

Captain Nathan Hale Middle School, 1776 Main St, Coventry, CT 06238 From I-84, take exit 67 and follow Rt. 31 South. At the intersection of Rt. 44, take a left onto Rt. 44. You will then reconnect onto Rt. 31 about 1 mile on the right. Follow Rt. 31 South until you get to Ripley Hill Road. The entrance to the crafter parking lot is ¼ mile past that on the left. Take a left into the middle school parking lot, and follow the signs. From I-384, follow Rt. 44 to Rt. 31 South. Follow the above directions to get to the Captain Nathan Hale Middle School.

ALL PROCEEDS FROM THE CRAFT SHOW BENEFIT THE COVENTRY PUBLIC SCHOOLS. THE SCHOOLS WILL NOT BE RESPONSIBLE FOR ANY LOSS OR DAMAGE TO EXHIBITOR'S WARES, EXHIBITS, OR PERSONAL PROPERTY OR FOR ANY PERSONAL INJURY OR BODILY HARM THAT MAY BE INCURRED, EITHER TO THE EXHIBITOR OR CAUSED BY PRODUCTS SOLD OR EXHIBITED BY EXHIBITORS. THE SCHOOLS CANNOT BE HELD LIABLE FOR FAILURE TO PERFORM OR FULFILL ITS CONTRACTUAL OBLIGATION PROVIDED SUCH FAILURE IS CAUSED, OCCASIONED, OR IMPEDED BY CLOSURES OF SITE LOCATIONS DUE TO ANY CAUSE INCLUDING, BUT NOT LIMITED TO, ACTS OF GOD, FIRE, SMOKE AND WATER DAMAGE, OR ACTIONS BY LEGAL AUTHORITIES, ETC. SPECIFICALLY, THERE WILL BE NO REFUNDS DUE TO INCLEMENT WEATHER.

A RESERVATION IS A COMMITMENT TO SHOW. NO REFUNDS WILL BE ISSUED AFTER ACCEPTANCE OF AN APPLICATION. THE ONLY EXCEPTION THIS IS IF THE SHOW IS CANCELED DUE TO CHANGES IN PUBLIC HEALTH REQUIREMENTS.

We look forward to another great year. See you in December!

Coventry PTO Craft Show Committee
CoventryPTOCraftShow@gmail.com

49th Annual Coventry PTO Craft Show

Saturday, December 6, 2025 Coventry High School, 78 Ripley Hill Road, Coventry, CT
Show Hours are 9:00 AM – 2:00 PM Set-up begins at 6:15 AM

Complete and return this application by September 1, 2025 to: **Coventry Grammar School, ATTN: PTO Craft Show, 3453 Main St., Coventry CT 06238**. Please include: your check (payable to *Coventry High School Activity Fund*), photos (these can be sent digitally to our email if you prefer). Enclose a self-addressed stamped envelope if you send physical photos that you would like returned. **This is a very popular show, it has been selling out by August.**

Send in applications early to ensure space availability.

Name: _____

Business Name: _____

Phone: _____ Email: _____

Mailing Address: _____

CT Sales Tax Number: _____

Type of Craft: (required)

Description of your space set-up, i.e. folding screens, back drops, etc. _____

Booth Space:

Single (9' wide x 8' deep) \$90.00

Double (18' wide x 8' deep) \$150.00

Triple (27' wide x 8' deep) \$200.00

Electrical Outlet Needed: Yes* _____ No _____

Note: Extension cords may be necessary. Please provide your own. **Only light-tack painter's tape is allowed to tape cords to the floor.*

I, _____ hereby state that I have read all of the rules and instructions and agree to abide by them.

Date: _____

Please read the application carefully. If you agree with the rules, please sign on the line above and return by September 1, 2025. Applications accepted until the show is full.

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