



# *Fall Craft Fair*

*Saturday, September 28, 2024*  
*10 a.m. - 2 p.m.*



**Join us for arts, crafts, Food Truck,  
50/50, gift raffle and more.**

## *Location:*

**Scott Township Municipal Building**

*\*Benefits the Scott Township Public Library*

301 Lindsay Road  
Scott Township, PA 15106

## *Artist/Crafter Information:*



1. This craft fair specializes in handmade wares\*\*.
2. Rental space is ONE 6-foot table and chair per artist/crafter. No extra tables, racks or displays of any kind are permitted. All items must fit on the 6-foot table provided.
3. Table location is based on a first come, first served basis at set up. We are unable to grant special requests. If electricity is required, please bring an extension cord. Refrain from moving tables. Hanging/taping anything on the walls is prohibited. No food, drink or glitter permitted in the Main Meeting Room. Food and drink are permitted in the lobby and small meeting room areas.
4. The Library is not able to process refunds. Mail your non-refundable check before August 15, 2024.
5. Set-up time is Saturday, September 28<sup>th</sup> from 8:30 a.m.- 9:45 a.m. Please move your car to off-street parking after set-up.
6. Out of courtesy to our customers, artists/crafters should plan to be there for the duration of the event (10 a.m.-2 p.m.) and take what you bring; do not leave unsold items, empty boxes or trash. Vendors must be cleaned up by 3 p.m.
7. No unlawful merchandise can be sold.
8. Bring change. There is no ATM on site. Wi-fi is accessible with your library card.

To reserve your space, mail the attached reservation form with a \$25.00\* check.

*\*We also request a donation (\$15 value) of an art/craft item for a gift raffle. Include a business card or sticker.  
The donation that receives the most raffle entries will receive a complimentary table in 2025.*

**All reservation forms & checks must be received via US Mail by August 15, 2024.**

Spaces are available on a first come, first served basis.

*\*\*While the Craft Fair specializes in handmade wares, if rental space is available after (9/1/24), the Library reserves the right to open the remaining rental space to vendors.*

If you have any questions, please contact Heidi Nevala:

[nevalah@scottlibrary.org](mailto:nevalah@scottlibrary.org) or 412-680-0546



# Fall Craft Fair



Registration Form  
Please print

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail: \_\_\_\_\_ Type of art/craft\*: \_\_\_\_\_

*\*This craft fair specializes in handmade wares. In order to avoid duplication in arts/crafts, indicate the types of items to be sold. \*\*While the Craft Fair specializes in handmade wares, if rental space is available after (9/1/24), the Library reserves the right to open the remaining rental space to vendors.*

Contact Info to be printed in our brochure (Facebook, Instagram, Etsy shop, etc.):

---

**CONSENT FORM:**

By signing below, I assume all risk and responsibility for any and all accidents, injuries, illnesses, and conditions of any kind that may occur because of my participation in this Event. By signing below, I hereby waive and release, on behalf of myself and my heirs, executors, administrator, and assigns, Scott Township Public Library, its trustees, employees, volunteers, and agents with respect to any and all claims, suits, losses, damages, judgements, costs or expenses arising in any manner from my participation in this Event, or any resulting illness, injury, or condition; and I agree to indemnify, defend and hold harmless all of the foregoing from and against any and all such claims.

**By signing below, I acknowledge that I have read the foregoing and that I hereby consent to participate in this Event. Note that if a participant is a minor, the parent or guardian must sign this Consent Form.**

Participant (Print): \_\_\_\_\_ Age, if Minor \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Mail this form with your check before August 15<sup>th</sup> to:

**Craft Fair  
c/o Heidi Nevala  
340 Atlanta Drive  
Pittsburgh, PA 15228**

Make checks payable to: **Scott Township Public Library**

*\*The Library will notify you (via email) to confirm your participation in this event by 9/1. In the event that the Library is unable to grant your table request, your check will be returned to you.*

**\*\* We encourage you to help advertise.**

*We will provide you with fliers to post in your community and to your social media pages by 9/15.*