



February 25, 2023

Dear Artist/Crafter:

The Village at Frisco Lakes is pleased to announce the First Annual Arts & Crafts Fair on Saturday, April 22, 2023 from 1:00 p.m. to 4:00 p.m.! This is your chance to set up a booth/table to sell your art and/or crafts to the other residents of Frisco Lakes. This Fair is open to Frisco Lakes artists and crafters only. There will be no outside vendors allowed. Our goal is to give our residents an opportunity to shop in the comfort of their own community.

Booth space is limited so you will want to register quickly. There will be a maximum of 40 booths available in the Grand Ballrooms. Registering for this event is easy! Simply complete the attached Vendor Registration Form and submit it by Friday, April 14th, at 5:00 p.m.

Please remember that booths will not be reserved without a completed registration. Registration forms will be processed in the order they are received.

See the attached Guidelines and Procedures for more information. If you need additional information or have questions, please email Kristin Abercrombie (kabercrombie@ccmcnet.com) or Pam Shields (pshields@ccmcnet.com).

Thank you for your interest in participating in our First Annual Arts & Crafts Fair! We are looking forward to showcasing the many creative talents we have in our community.

Respectfully,

Pam

Pam Shields
Lifestyle Director
pshields@ccmcnet.com

Arts & Crafts Fair Guidelines and Procedures

PURPOSE: The purpose of the Arts & Crafts Fair is for Frisco Lakes residents to have an opportunity to shop in the comfort of their own community.

MARKETING: The Arts & Crafts Fair is advertised to the Frisco Lakes residents in a variety of ways including:

- the community's website calendar
- a listing in the April Lifestyle Magazine (mailed to each Frisco Lakes home)
- the weekly email blast
- flyers on the Community Events bulletin boards in all amenity centers
- a Facebook event

This event is for residents of Frisco Lakes only; therefore, the Arts & Crafts Fair is not advertised to the general public. Residents are free to bring outside guest(s) if they would like.

BOOTHS: Booths are free! There are a maximum of 40 booths available. Spaces are assigned by the Community Association. Vendors cannot select which space they prefer. All spaces are 12 feet wide and 6 feet deep. Please plan accordingly so that everything you bring with you will fit within the 12'x6' space. If you need more than 12'x6', please request additional space. Nothing in your space can exceed 7 feet in height. Any displays that will not be exhibited on the table must be submitted for review to the Community Association (i.e. waterfalls, arbors, plants, balloon arches, window treatments, etc.). At least one person should be present at the booth at all times. Unmanned booths are not permitted.

TABLES & CHAIRS: Each booth includes one 6' rectangular table, one black tablecloth, and two padded chairs. Vendors may provide their own tables and/or tablecloths if preferred. Any banners must be displayed across the front of the table; no banners will be allowed on the walls.

ELECTRICITY: There is a limited number of electrical outlets available in each room. Electrical outlets will be assigned on a first-come, first-serve basis.

REGISTRATION DEADLINE: Registration deadline is Friday, April 14, 2023. Please submit your Vendor Registration Form as soon as possible to ensure a spot. Any changes to your registration after submission (i.e. adding electricity, another table, etc.) must be detailed in writing to pshields@ccmcnet.com.

ATTENDANCE: With this being our first Arts & Crafts Fair, it is difficult to estimate the potential turnout, but we generally have 300-400 residents walking through our Shopping Spree events.

SETUP AND CLEANUP: The vendors are responsible for bringing in and removing all of the items needed to embellish their booths. **No dollies or carts will be provided by the Association to assist in bringing in or removing these items.** Vendors can begin setting up at 11:30 a.m. after checking in with an Association staff member and must have their booths setup by 12:45 p.m. For safety reasons, vendors will not be permitted to bring large items into the Village Center after 12:45 p.m. The Association is not responsible for any items left in the Village Center.

PRODUCTS SOLD: This event is for our artists, jewelry makers, quilters, seamstresses, woodworkers, and other creative residents. Items for sale must be handmade (no reselling or direct sales).

REGISTRATION: Complete the Vendor Registration Form and submit via email to pshields@ccmcnet.com or bring/mail it to the Village Center Front Desk. Please remember that booths will not be reserved without a completed registration form. Registration forms will be processed in the order they are received.

CONFIRMATION: Upon receipt of a completed registration form, your request will be processed and you will receive an email confirmation. You will be contacted if we cannot accommodate any portion of your request. Also included with the confirmation will be instructions for the day of the Fair. The confirmation will be sent to the email address(es) listed on the registration form so please be sure to include the email address(es) of anyone who will need the setup instructions.

CANCELLATION: If you need to cancel for any reason, please do so as soon as possible so we may fill your vacated table.

MISCELLANEOUS: Vendors will be held responsible for any damage in their assigned booth space.



**ARTS & CRAFTS FAIR
VENDOR REGISTRATION FORM**
Saturday, April 22, 2023 1:00 - 4:00 pm

RESIDENT NAME: _____

BUSINESS NAME (if applicable): _____

MAILING ADDRESS: _____

CITY, STATE, ZIP: _____ Frisco, Texas 75036 _____

PHONE NUMBER: (____) ____ - ____

EMAIL ADDRESS: _____

What type of art and/or craft will you be selling? _____

Describe any displays that will not be exhibited on your table? _____

Please indicate the number of spaces/electricity needed:

	Qty
Ballroom Booth (includes 1 table, 1 tablecloth, and 2 chairs)	
Electricity	

Booths will not be reserved without a completed registration form.

FOR STAFF USE ONLY

RECEIVED BY: _____

DATE/TIME RECEIVED: _____

CONFIRMATION SENT: _____