



# Scott Township Public Library

## Fall Craft Fair

*Benefits Scott Township Public Library*

**Date & Time:** Saturday, September 26, 2026 • 10 a.m. – 2 p.m.

**Location:** Scott Township Municipal Building • 301 Lindsay Road, Scott Township, PA 15106

**Vendor Cost:** \$25 non-refundable payment due by 8/15/2026. We also request a donation (\$15 value) of an item for a gift raffle. (The donation that receives the most raffle entries will receive a complimentary table in 2027. Donated items are encouraged to be reflective of your business offerings and include a business card or sticker.)

### **Artist/Crafter Information:**

1. This craft fair specializes in handmade wares\*\*
2. Rental space is ONE 6-foot table and one chair per vendor. **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, bring an extension cord. Refrain from moving tables. Hanging/taping anything on the walls is prohibited.
4. No food, drink or glitter permitted in the Main Meeting Room. Food and drink are permitted in the lobby and small meeting room areas.
5. Payments are non-refundable.
6. Set-up time is 8:30 a.m.- 9:45 a.m. on the day of the Fair. Vendors must be set-up by 10AM. All vendors must move car to off street parking after set-up.
7. Out of courtesy to our customers, vendors 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.
8. No unlawful merchandise can be sold.
9. Bring change. There is no ATM on site. Public wi-fi is available.

**To reserve your space, mail the attached registration form with your \$25 non-refundable check (made payable to: *Scott Township Public Library*) before August 15, 2026 or visit the library to pay via cash or credit/debit card.**

Spaces are available on a first come, first served basis. The Library will notify you (via email) to confirm your participation in this event. In the event that the Library is unable to grant your registration request, your check will be returned to you.

*\*\*While the Craft Fair specializes in handmade wares, if rental space is available after (8/15/26), the Library reserves the right to open the remaining rental space to vendors.*

If you have any questions, contact Heidi Nevala: [nevalah@scottlibrary.org](mailto:nevalah@scottlibrary.org) or 412-429-5380.



# Fall Craft Fair



## Registration Form

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

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

E-mail: \_\_\_\_\_ Social Media: \_\_\_\_\_

Type of vendor: \_\_\_\_\_

*\*This craft fair specializes in handmade wares. To avoid duplication, indicate the specific items to be sold at the event. Be very specific and avoid generic terms such as "jewelry" as a description. We reserve the right to limit the number of vendors with similar items.*

*\*\*While the Craft Fair specializes in handmade wares, if rental space is available after (8/15/26), the Library reserves the right to open the remaining rental space to vendors.*

### 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 (Please Print): \_\_\_\_\_ Age, if Minor \_\_\_\_\_

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

Mail this registration form with your check payable to: **Scott Township Public Library**  
(or visit the Library to pay via cash or credit/debit card) before August 15<sup>th</sup> to:

**Scott Township Public Library Craft Fair**

**Attn: Heidi Nevala**

**301 Lindsay Road**

**Carnegie, PA 15106**

*\*The Library will notify you (via email) to confirm your participation in this event.*

*In the event that the Library is unable to grant your registration 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.*