

Westfield Band Boosters Craft Show Plans

October 10, 2020 – LIVE OUTDOOR CRAFT SHOW

November 20 – November 22, 2020 – ONLINE VIRTUAL HOLIDAY CRAFT SHOW

Details:

LIVE OUTDOOR

We will be hosting an outdoor Craft Show, on October 10th, rain date Oct 31. This would run from 10am - 3pm in the 2 paved parking lots south of Westfield Middle School. We have permission from Westfield Washington Schools and our plan has been approved by the Hamilton County Health Department.

We are sincerely disappointed this year, but we due to concerns related to COVID, we are unable to have our volunteers helping with unloading at the start of the day and then loading at the end of the day. Our goal is to create a plan for crafters to load and unload as close to their booth space as possible. However, we do not have the details worked out for this yet; in part this depends on how many crafters choose to participate in the outdoor craft show. Crafters may need to move their vehicles to the north side of Westfield Middle School after unloading. We will not be able to offer shuttle service.

Shoppers will be able to park at the Westfield Intermediate School (WIS) and on the north side parking lots at Westfield Middle School (WMS). We plan to have 2 entrances for shoppers, one toward the north end of Shamrock Drive by WMS (south of the band tower) and one at the south end near Westfield Intermediate School. We are selling tickets online to better manage capacity and flow of shoppers; due to this we need to raise the admission fee to \$5.00 for shoppers.

Again, related to COVID we are unable to offer to provide tables or chairs; crafters must bring their own tables and chairs. We are not providing tents but if you have one that fits in the 10x10 space you are welcome to bring it. As the event is in a parking lot, there is no available access to electricity. Further, crafters will need to provide their own mobile hot spots as there is no WIFI access.

MASKS ARE REQUIRED FOR ALL CRAFTERS, VOLUNTEERS, and SHOPPERS.

We will have signage about social distancing and masks, and a few tables with hand sanitizer. Crafters are required to have hand sanitizer available at their booths and to mark their booth space (on the ground) with socially distant places for shoppers to stand when making purchases.

We have decided not to offer full concessions but we will be selling bottled water. There will not be a bake sale, and Santa will not be present. Due to COVID, we are unable to

provide crafters with a complimentary coffee and donut in the morning, and we will not be offering vendor lunch service.

We have a new marketing scheme and are calling this event “Craft Show” to differentiate it from our typical Holiday Craft Show and the online virtual event.

In the event that the weather on Saturday October 10th is bad, we will reschedule the event to Saturday October 31st from 10am-3pm and all other plans will remain consistent. This decision to reschedule will be made by 8pm Friday, October 9th. If we determine the 10/10 event will be rescheduled, you will receive an email and a notice will be posted on the main Westfield Band Booster webpage

www.westfieldbandboosters.org by 9pm that evening.

ONLINE VIRTUAL HOLIDAY CRAFT SHOW

We are also planning an online virtual Holiday Craft Show from Friday, November 20th at 12pm through Sunday, November 22nd at 6pm. We will create a webpage with your business name, some pictures, and links to your online stores, Facebook pages, or any contact information you choose. We plan to market these events on social media (Facebook, Instagram, Twitter) using the Holiday Craft Show, Westfield Band Boosters, and Westfield Washington Schools pages. In addition, participating crafters will be marketed on the Holiday Craft Show Facebook and Instagram pages. Throughout the weekend of November 21st, we will we will share vendors' Facebook videos and Instagram stories (from public accounts) during our virtual event.

FEES:

After hearing your feedback from the google form survey about options, we have decided to charge flat fees. The fees are as follows:

Live Outdoor Craft Show: \$45.00

Online Virtual Holiday Craft Show: \$35.00

Live Outdoor Craft Show AND the Online Virtual Holiday Craft Show: \$70.00

If you have been selected to participate in our event, please send a check with your fees and a note with your name, business name, and choice of options to:

Westfield Band Boosters
Attn Holiday Craft Show
PO Box 645
Westfield, IN 46074

Please know, there is no penalty or negative consequence for choosing not to participate in any option. We understand that circumstances are unusual and we want everyone to feel comfortable with their choice.

REFUNDS:

Outdoor Live Craft Show

Since we are offering a rain date, there will be no refunds if you are unable to attend the outdoor live Craft Show. In addition, if either or both dates are cancelled due to bad weather, there will be no refunds. Our goal is to raise funds for the Westfield High School Bands and Guard programs. We will be spending money on advertising and other items needed to promote the show and will have put in a lot of hours to try and make this event a success.

Similarly, if we are unable to host the event because of any new restrictions from the State of Indiana, the Hamilton County Health Department, the Indiana Department of Education, and/or Westfield Washington Schools, we will not be able to offer refunds.

Online Virtual Holiday Craft Show

Once fees have been received, refunds will not be provided.