

Saint Mary Parish Christmas Craft Show and Bazaar Contract

Friday, November 16, 2018 - 5:00 PM to 9:00 PM
Saturday, November 17, 2018 - 9:00 AM to 3:00 PM

Dear Vendor:

The Saint Mary Craft Show Committee in Schwenksville, PA invites you to participate in our annual Christmas Craft Show and Bazaar. It will be taking place at Saint Mary Parish on Friday, November 16, 2018 from 5:00 PM to 9:00 PM and Saturday, November 17, 2018 from 9:00 AM to 3:00 PM. As always, we envision a successful and festive show, one that will be well advertised and well attended. Enclosed is our contract which explains our policies and procedures. Please read the contract carefully as your signature indicates your acceptance of all conditions as stated.

To register, please complete, sign and return the attached application, along with your check made payable to "Saint Mary Bazaar Committee". If you are a returning vendor, your location from last year will be held for you until September 30, 2018. Beginning October 1, 2018 ALL TABLE ASSIGNMENTS WILL BE MADE ON A FIRST-PAID, FIRST-SERVED BASIS according to the date your check is received at the address stated on the enclosed contract. All applications must be received by November 9, 2018 in order to be listed in our Show Program.

New this year, you have the opportunity to advertise your business on our slide show presentation which runs on three televisions during the entire event. These televisions are located in the Hall entrance foyer, the school entrance foyer, and the café. The fee for this advertising is \$25. All logos, business cards, or pictures should be submitted in jpg format to the email address stated below and must be received by November 9, 2018 to be included in the slide show presentation.

Please note that we only accept original, handmade vendors. We do not accept direct vendors (examples: 31 Gifts, Mary Kay, Tastefully Simple, etc.) or vendors selling for a third party. Saint Mary Craft Show Committee reserves the right to deny an application if this requirement is not met.

If you have any questions please contact Saint Mary Bazaar Committee through email at saintmarycraftshowbazaar@gmail.com or at the Saint Mary Parish Office Center at 610-287-8156. We hope to see you in November!

Sincerely,

Sandi Olzinski
Saint Mary Craft Show Chairman

SAINT MARY CHRISTMAS CRAFT SHOW AND BAZAAR APPLICATION

Friday November 16, 2018 - 5:00 PM to 9:00 PM
Saturday, November 17, 2018 - 9:00 AM to 3:00 PM

Affix address label, or print or type legibly:

Name: _____ Phone: _____
Business Name: _____ E-mail: _____
Address: _____

DESCRIPTION OF CRAFT:

Number of space(s): _____ x \$55.00 per space = \$ _____

Do you need us to supply a table? _____ No

_____ Yes - Number of tables needed: _____ x \$5.00 per table = \$ _____

Do you need electricity? _____ No

_____ Yes - Number of spaces x \$5.00 per space = \$ _____ (**Limited availability**)

Would you like to advertise your business during our slide show? _____ No

_____ Yes - \$25.00 (**Ad must be emailed in jpg format**)

Special Requests (*Locations can be requested but there is no guarantee that all requests will be fulfilled.*

The Committee will try their best to accommodate a vendor's request): _____

I HAVE READ THE ENCLOSED CONTRACT AND UNDERSTAND THAT MY SIGNATURE HOLDS ME LEGALLY BOUND TO ITS STATED TERMS.

SIGNATURE

DATE

For Committee Use Only:

Date received _____ CK# _____ Amt. _____

SAINT MARY CHRISTMAS CRAFT SHOW AND BAZAAR APPLICATION

Friday November 16, 2018 - 5:00 PM to 9:00 PM
Saturday, November 17, 2018 - 9:00 AM to 3:00 PM

The Craft Show Committee reserves the right to deem any item as inappropriate and ask that it not be sold. We only accept original, handmade vendors. We do not accept direct vendors (examples: 31 Gifts, Mary Kay, Tastefully Simple, etc.) or vendors selling for a third party.

The fee for one space is \$55.00 for the two day show. We do not accept one day vendors. Previous year returning vendors' locations will be held until September 30, 2018. Beginning October 1, 2018 any vendors who are requesting new locations and new vendors will be assigned remaining locations ON A FIRST-PAID, FIRST- SERVE BASIS. All applications must be received by November 9, 2018 in order to be included in our Show Program. **You will receive an email confirmation so please be sure to provide a valid email address.** NO REFUNDS WILL BE ISSUED FOR ANY REASON WHATSOEVER.

The fee of \$55.00 includes an 8 foot space and 2 chairs. **Please note that tables are not included in this fee.** If you need a table provided for an additional cost of \$5.00 per table, please indicate this on the enclosed application. Electrical outlets are limited and will be assigned on a first-paid, first- requested, first- served basis at an additional cost of \$5.00 per space. THE CRAFT SHOW COMMITTEE RESEVES THE RIGHT OF VENDOR PLACEMENT. Locations can be requested on the application but there is no guarantee that all requests will be fulfilled. The Committee will try their best to accommodate a vendor's request.

Set up shall be completed on Friday afternoon between 2:00-4:00 PM. A member of the Craft Show Committee will be available to direct you to your space(s). All Vendors are to set up only during the designated times. **Spaces not set up by 5:00 PM on Friday evening will be reassigned to vendors who are present.** No refunds will be issued. Temporary parking will be permitted in the lot next to the Church buildings *only while unloading vehicles*. Unloaded vehicles must be moved to the parking lot across the street from the Church. NO EXCEPTIONS WILL BE MADE DUE TO THE LIMITED AMOUNT OF PARKING AVAILABLE.

Vendor displays may not encroach upon neighboring display areas. Spaces/tables are an exact 8 feet in length. There will be no accommodation for "extra" space. There will be no "extra" space to the side or front of the space/table. Displays will not extend beyond their allotted space. The display may not impede the flow of buyer foot traffic, block entrances or cover emergency exits. For locations in the school there may be height restrictions so please keep this in mind when requesting locations. THE SAINT MARY CRAFT SHOW COMMITTEE RESERVES THE RIGHT TO DETERMINE INFRINGEMENT AND ALL DECISIONS MADE BY THE COMMITTEE ARE FINAL.

All vendors must keep their displays open until 9:00 PM on Friday evening and all tables must remain set-up and open until 3:00 PM on Saturday. Early departures will automatically remove you from the application list next year. All papers and trash must be removed from the display area at the time of departure.

If an emergency situation arises, please contact Saint Mary Bazaar Committee through email at saintmarycraftshowbazaar@gmail.com prior to November 16th or call the Saint Mary Parish Office Center at 610-287-8156 on the day of the event.

SAINT MARY ROMAN CATHOLIC CHURCH shall have absolutely NO LIABILITY for any loss.

Please sign and return the enclosed application form, along with the appropriate fee to:

Saint Mary Craft Show Committee
40 Spring Mount Road
Schwenksville, PA 19473

MAKE CHECK PAYABLE TO SAINT MARY BAZAAR COMMITTEE.