



To know Jesus, to love Jesus, to serve Jesus

Hello Fellow Crafter,

Assumption BVM School is pleased to invite you to participate in our fourth annual Craft Fair and Christmas Bazaar to be held on SATURDAY, NOVEMBER 23, 2019, from 9 AM to 3 PM. The event will be held in the Parish Center located in the school at 290 State Road, West Grove.

Vendor spaces are \$40. The space is 10 ft. wide x 6 ft. deep. This will include two chairs for your convenience. A limited number of tables are available for \$15. Space is limited and we anticipate spaces to fill quickly. If you are interested in participating, please reserve as soon as possible to secure your space. Your space will be secured upon receipt of your application and check made payable to Assumption BVM School. Applications can be mailed to the school or emailed to christmasbazaar@assumptionbvmwestgrove.org. Spaces in the Parish Center will be allocated first and then spaces in the classrooms will be filled. Activities occur throughout the entire school so traffic flows are steady.

The event will be well-advertised throughout the community via lawn signage, parish bulletins, newspaper articles as well as social media including many local community Facebook pages.

Please feel free to call (610) 869-9576 or email the Craft Fair and Christmas Bazaar Committee at christmasbazaar@assumptionbvmwestgrove.org with any questions or concerns. We look forward to working with you.

Sincerely,

Kristen Sullivan
Advancement Director
Assumption BVM School
(610) 869-9576
development@assumptionbvmwestgrove.org

2019 CRAFT FAIR AND CHRISTMAS BAZAAR

VENDOR APPLICATION

Name: _____

Name of Business: _____

Address: _____

Phone: _____ Email: _____

Description of wares (Please no flea market items):

Limited electric spaces available on a first-come, first-served basis upon receipt of application with fee received

Need electric: YES _____ NO _____

Are these handmade goods: YES _____ NO _____

Are these commercial goods (e.g. Tastefully Simple, Pampered Chef, Thirty One, Avon, Etc.)

Company name*: _____

Website URL: _____

* We will limit one registration per company, based upon the first completed application and full registration received.

Table spaces requested:

_____ spaces @ \$40 Total= _____

_____ tables @ \$15 Total= _____

FOR ORGANIZATION'S USE ONLY:

Payment received: _____ Date received: _____ Check Number: _____

Space number assigned: _____

2019 CRAFT FAIR AND CHRISTMAS BAZAAR

DETAILS OF PARTICIPATION

- * Vendors may begin checking in and setting up at 7 AM on November 23, 2019. All vendors must check in upon arrival to receive their space assignment and welcome packet. The spaces will be marked and numbered.
- * Each space is approximately 10 ft. wide by 6 ft. deep. This is to accommodate one 8 ft. x 3ft. table, a little space in between vendor tables and spaces behind your table for vendor seating.
- * We CANNOT guarantee that you will be assigned a particular space when one is requested. We will do all we can to accommodate special requests and meet your needs but we appreciate your understanding and flexibility in regards to space assignments.
- * Please remember the space is 10 ft. wide x 6 ft. deep. Set-up of your space should be arranged accordingly. Please do not infringe on your neighboring vendor! All display structures must be stable as safety for vendors and customers is of great importance.
- * Upon check-in, you will receive a welcome packet which has a survey, a ticket for a complimentary coffee/tea and donut.
- * Music volume and selection is at the discretion of the Christmas Bazaar Committee and we cannot control the temperature of the gym.
- * Should you need to cancel, we will refund your application fee if notified by October 19, 2019. NO REFUNDS will be made after this date and NO REFUNDS will be made for vendors who are not able to be present on the day of the event due to unforeseen circumstances.
- * Only one representative from each direct sales company (e.g. Tastefully Simple, Pampered Chef, Thirty One, Avon, Etc.) is permitted. The first completed paid application will be assigned a space. All subsequent ones will be returned.
- * There is a \$30.00 fee for any check returned by the bank. This fee plus the reservation fee must be paid in cash before you will be allowed to set up your space on the day of the event.
- * All vendors must move their vehicles to the church's upper parking lot after unloading. It benefits all to leave plenty of parking close to the building for all shoppers.
- * Vendors may be individually featured on our FACEBOOK EVENT page if we can pull information and photos from your vendor Facebook page and/or website listed in your application. Our FB event page will be used to promote our event and your wares.

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* PLEASE NOTE: Assumption B.V.M. West Grove, Parish, School, Church or those volunteers associated with this Craft Fair and Christmas Bazaar are NOT RESPONSIBLE OR LIABLE FOR ANY DAMAGE OR LOSS OF WARES or PRODUCTS DURING THIS CRAFT SHOW. VENDORS ACCEPT ALL RESPONSIBILITIES FOR ANY LOSSES THAT MIGHT BE INCURRED ON THE DAY OF THE EVENT.

* Please feel free to call or email Kristen Sullivan at (610) 869-9576 or development@assumptionbvmwestgrove.org.

PLEASE RETAIN THIS INFORMATION FOR YOUR REFERENCE