

Church of the Resurrection

3315 Greencastle Road, Burtonsville, Maryland 20866
301-236-5200 Fax 301-236-5204

May 2018

Dear Vendor/Crafter,

We are pleased to invite you to participate in our annual **WINTERFEST HOLIDAY CRAFT SHOW** on Friday, November 30th (3:00 pm to 9:00 pm) and Saturday, December 1st (9:00am to 3:00pm) 2018. We are anticipating another great fun successful event this year! As in past years, the demand for space continues to be high and spaces do quickly fill up months in advance.

Spaces-- Size & Pricing

The **Amadeo Room** is used for both vendors/crafters as well as for dining, selling baked goods & our Silent Auction. Dinner Friday evening & a fun event on Saturday morning will be held by our Knights of Columbus. The **Atrium, Youth Center** and **Classrooms** throughout our Parish Life Center provide brightly lit areas for vendors/crafters.

Each space is approx. 6'x 6' or 36 sq. feet depending on the location and includes use of one of our tables per space. If you bring your own tables, displays, equipment, etc., please keep in mind this space size.

Each 6'x 6' space rental is priced for **two days** of participation:

Amadeo Room: \$110

Atrium and Youth Center: \$100

Classrooms: \$ 90

Electrical Fee = \$10 per space if electricity is needed and on first come basis.

All fees are NONREFUNDABLE

Marketing/Advertising

We will market and extensively advertise to ensure a successful event for all our vendors/crafters! In the months/weeks leading up to the event, advertisements will be placed via newspaper, email, social media and yard signs throughout the immediate and surrounding communities and counties.

During the event, vendors/crafters are asked to kindly donate one item of value to a special *Crafter Raffle*. This raffle has been an excellent way to promote their products. Many customers do frequent and purchase more from vendors/crafters who are involved in this raffle. Proceeds from this raffle go to the church. Each registered crafter will be required to donate an item valued at least at \$25 for this raffle. If you don't have an item that matches that value (at the discretion of the Winterfest Representative), you may alternatively donate \$25.00 cash to the raffle.

Set - Up

Vendors/Crafters can set up their space beginning Thursday, November 29th from 6pm to 9pm or Friday, November 30th at 9:30am. All set up needs to be in place and ready by 2:30pm Friday, November 30th.

Application

Vendor/Crafter applications are taken on a first come first serve basis with limited number of spaces for jewelry & knitted items. Please return the enclosed contract with a check payable to "Church of the Resurrection" as soon as possible to the address provided on the contract.

If you have any questions, please don't hesitate to call or email me.

With warm regards,

Phyllis Bottegal

(301) 260-1528

winterfestfun@gmail.com

Church of the Resurrection

**Winterfest Holiday Craft Show
VENDOR/CRAFTER CONTRACT**

Name:

Vendor Show Name: _____

Address: _____

Phone: Day Evening Cell

Email:

Price Range of Items to be Sold: \$ _____ to \$ _____

Description of Items to be Sold:

Number of Spaces Requested: *(spaces approx. 6'x 6' each)*

Do you need tables provided? *(one per space)*

Do you need electricity? No Yes*

**If yes, electricity is limited & provided on a first come basis. The \$10 fee will be used to defray cost to the church & encourage conservation of resources.*

Terms and Conditions

We will make every effort to limit the number of vendors/crafters selling any particular items(s), especially when those vendors'/crafters' sales are comprised of those items exclusively.

Set-up is the responsibility of each vendor/crafter. Vendors/Crafters are encouraged to be creative with their marketing and set-up racks, displays, equipment etc.

Security will be provided during the event and every effort will be made to safeguard your items from shoplifters. All tables must be supervised by vendors/crafters at all times during the event. Security will be provided Thursday after set-up and during the closed hours. The Church will not be responsible for theft or damage.

At the close of the event, vendors/crafters must remove their materials promptly and leave the space as it was received. Trash may be placed in the dumpster outside in the parking lot.

Refunds will not be guaranteed for a cancellation by the vendor. Refunds will only be issued if we can resell your space for full value, prior to the start of the event.

**VENDORS/CRAFTERS NEED TO DONATE ONE ITEM (valued at \$25 or more at the discretion of the Winterfest Representative)
OR THE CASH EQUIVALENT.
PLEASE INCLUDE A BUSINESS CARD ALONG WITH YOUR DONATED ITEM**

I ACCEPT THE TERMS AND CONDITIONS ABOVE, I HAVE ENCLOSED A CHECK MADE PAYABLE TO CHURCH OF THE RESURRECTION FOR THE AMOUNT OF SPACE(S) AND HAVE NOTED ANY REQUIREMENTS (tables, electricity, etc.) ON THIS FORM.

Signature _____ *Date*

Mail Contract & Payment to: Phyllis Bottegal, 15815 Laughlin Lane, Silver Spring, MD 20906

Please make checks payable to: Church of the Resurrection