

Church of the Resurrection
Winterfest Holiday Craft Show

July 2, 2020

Dear Vendor/Crafter,

We are in the midst of unprecedented events and uncertainty as we plan for the future and this year's 2020 Winterfest Holiday Craft Show. We currently are planning to hold the event on its normally scheduled weekend, **and** we are pleased to invite you to participate in our annual **WINTERFEST HOLIDAY CRAFT SHOW** on Friday, December 4th (3:00pm to 9:00pm) and Saturday, December 5th (9:00am to 3:00pm).

We will be required to comply with all the Federal, State, County and Church rules and regulations in existence at the time of the event. We make the commitment to you that should the event be forced to be cancelled after payments are deposited, refunds for **all fees paid** will be made in a very timely manner. **Payment checks will NOT be deposited until all County and State regulations are defined.**

Spaces, Size and Pricing

The **Amadeo Room** is used for both vendors/crafters as well as for dining, selling baked goods and our Silent Auction. Dinner Friday evening will be provided by the Knights of Columbus and a fun event on Saturday morning.

The **Atrium, Youth Center and Classrooms** throughout the 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 the 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.

Fees will be refunded in full if the event is cancelled. Refunds will be issued if you must cancel prior to October 5, 2020. 75% refunds will be issued if you must cancel prior to November 4, 2020.

Marketing/Advertising

We will market and extensively advertise to ensure a successful event for all our vendors/crafters! In the months and 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.

Crafter Raffle

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 the vendors/crafters who are involved in this raffle.

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Crafter Raffle (continued)

Proceeds from the raffle go to the Church of the Resurrection. Each registered crafter will be required to donate an item valued at \$25 minimum. If you do not have an item that matches that value (at the discretion of the Winterfest Representative), you may alternatively donate \$25.00 cash to the raffle. Items will need to be given at the *Check in Desk* upon your arrival for set up.

Set - Up

Vendors/Crafters can set up their space beginning Thursday, December 5th from 6pm to 9pm or Friday, December 6th at 9:30am. All set up needs to be in place and ready by 2:30pm on Friday, December 6th.

Application

Vendor/Crafter applications are taken on a first come, first serve basis with limited number of spaces for jewelry and 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,

Mrs. Phyllis Bottegal
Winterfest Chairperson
(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) OR THE CASH EQUIVALENT TO THE GENERAL CRAFTER RAFFLE. 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 REQUIRMENTS (tables, electricity, etc.) ON THIS FORM.

Signature _____ **Date** _____

Mail Contract & Payment to:

Phyllis Bottegal 15815 Laughlin Lane, Silver Spring, MD 20906, (301) 260-1528

Please make checks payable to: **Church of the Resurrection**