

Church of the Resurrection

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

May 2022

Dear Vendor/Crafter,

We are pleased to invite you to participate in our annual **WINTERFEST HOLIDAY CRAFT SHOW** on Friday December 2nd (3:00pm to **8:00pm**) and Saturday December 3rd (9:00am to 3:00pm) 2022. 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 Resurrection event tables. 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: \$120

Atrium and Youth Center: \$110

Classrooms: \$100

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

All fees are NONREFUNDABLE (No refunds will be given for cancellation)

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 & purchase more from the 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 \$20 for this raffle. If you don't have an item that matches that value, you may alternatively donate \$20.00 cash to the raffle. Items will need to be given to the check-in desk upon your arrival for set up.

Set - Up

Vendors/Crafters can set up their space beginning Thursday December 1st from 6pm to 9pm or Friday December 2nd at 9:30am. All set up needs to be in place and ready by 2:30pm Friday December 2nd.

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 Bottegai
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.

***VENDORS/CRAFTERS NEED TO DONATE ONE ITEM (valued at \$20 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 I UNDERSTAND THAT ALL FEES ARE NONREFUNDABLE; I 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