

St. John's United Church of Christ

Rev. James T. Gottwald, Pastor

1415 Rising Sun Road, PO Box E

Laurys Station, PA 18059

Phone (610) 262-8061 Fax (610) 262-1394

Email: office@stjohnslaurys.org

MEMORANDUM

TO: Prospective Crafter
FROM: Donna Henninger, Crafter Coordinator
RE: 2011 Craft Fair/Quilt Sale

We invite you to participate in our 6th Annual Fall Craft Fair & Quilt Sale. This year's date is October 8, 2011 and will once again combine fine quality crafts with a dazzling display of quilts. This show will be a combination Indoor/Outdoor show.

Indoor spaces are \$20.00 per 8-foot space, which includes a table and two chairs. Outdoor space (10' x 10') is available for vendors who have their own "Easy Up" Tent. A single outdoor space is \$30.00 and a double space is \$50.00.

An "Application Form" and a "Terms and Conditions" page are enclosed, for your use.

If you are interested in participating, please respond by June 30, 2010.

DATE	Saturday, October 8, 2011
TIME	9:00 a.m. – 3:00 p.m.
SET-UP	Friday, 7:00 – 9:00 p.m. or Saturday, 7:00 – 8:30 a.m.
OUTSIDE SETUP	Tents may be set up Friday from 1:00 – 4:00 p.m. and merchandise may be set up Saturday from 7:00 - 8:30 a.m. Both may be set up Saturday from 7 – 8:30 a.m. if preferred.

Encl: Application Form
Terms and Conditions

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CRAFT FAIR AND QUILT SALE

APPLICATION FORM

October 8, 2011

NAME: _____

ADDRESS: _____

PHONE: _____ EMAIL ADDRESS: _____

TYPE OF CRAFT: _____

INDOOR AREA:

8' space - \$20.00 each. This includes a table and two chairs.

Indicate if table is needed: YES _____ NO _____ Indicate if chairs are needed: YES _____ NO _____

Indicate if electricity is needed: YES _____ NO _____

OF 8' INDOOR SPACES: _____

OUTDOOR AREA:

10' X 10' Space - \$30.00 each or 2 Spaces for \$50.00. **You provide your own shelter, tables & chairs.**

OF 10' X 10' OUTDOOR SPACES: _____

TOTAL PAYMENT ENCLOSED: _____

SPECIAL CONSIDERATIONS? _____

(Our church is handicapped accessible.)

Make check payable to **St. John's UCC, Laurys Station**

Mail Completed Application Form, Self Addressed Stamped Envelope (legal size), and Check to:

ST. JOHN'S UCC

PO Box E

Laurys Station, PA 18059

*******Please remember to enclose a self-addressed, stamped envelope (legal size) along with your payment and this Application Form.*******

Any questions – please call the Church Office at (610) 262-8061 or Donna at (610) 799-5388.

THANK YOU!
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TERMS AND CONDITIONS

• **INDOOR AREA**

Fee is \$20.00 per 8 ft. space. One table and two chairs will be available for each vendor. Please indicate on your application if you need a table set up (some vendors prefer working without a table.) The fee is non-refundable.

• **OUTDOOR AREA**

Fee is \$30.00 per 10 ft. x 10 ft. space. A double space fee is \$50.00. You are responsible for providing your own shelter (if desired) as well as tables and chairs. The fee is non-refundable.

- Crafters must remain until 3:00 p.m. and someone must be at your table at all times.
- This is strictly a craft fair. No flea market items. Please keep in mind the craft fair is being held in a church. We reserve the right to remove anything we consider inappropriate.
- We assume no responsibility for theft of or damage to merchandise, equipment, or personal property, or for personal injury from any cause.
- Please enclose a self-addressed stamped envelope (*legal size*) so we can mail your space assignment. Please make checks payable to: **St. John's UCC, Laurys Station**.
- Crafters will be asked to unload their goods and then park in the assigned vendor parking.
- No smoking or alcoholic beverages are permitted on premises.
- The kitchen will be open all day.
- The donation of a handcrafted item would be appreciated for a Chinese auction.
- Your canceled check is your confirmation. You will be notified a month before the show of your assigned space.
- No signs or decorations may be hung on church walls.