
St. Cecilia Fall Craft Show

434 Norton Rd. Columbus OH 43228

October 23, 2010
9 am - 3 pm

Dear Vendor:

We would like to extend an opportunity to you to participate in The Saint Cecilia's Annual Fall Craft Show on Saturday, October 23, 2010. We are looking forward to having many of you back and many new vendors. We have approximately 50 spaces this year. The areas available for the Craft Show are the Gym (Parish Center) and the Bingo Hall (middle room).

Please fill out the application thoroughly. Please indicate on your application whether you need a table or just a space.

Please fill out and include a Self-Addressed Stamped Envelope for confirmation, if you are requesting confirmation via the mail. If you provide an email address, we will send confirmations via email. Otherwise, your cancelled check is confirmation.

We will do our best to accommodate any special requests but there are no guarantees.

If you are applying after October 13th, a money order is needed. No personal checks will be accepted after October 13th.

St. Cecilia is publicizing this event through various types of media in and around the greater Columbus area.

Thank you again for your interest in the St. Cecilia Fall Craft Show. We look forward to seeing you on October 23rd.

Best regards,

Kim Kowal

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2010 Rental Agreement

The following rental agreement should be adhered to:

1. The Fall Craft Show starts at 9:00am and ends at 3:00pm on October 23, 2010. Set up is Friday, October 22nd from 7:01 – 8:45pm and Saturday beginning at 7:00am.
2. Please provide your own a table covering. We will provide as many chairs as you need.
3. Wall and ceiling hangings will not be permitted. You may use your own backdrop or partition provided they are free-standing. You may not lean these display tools against the walls.
4. In order to keep all aisles clear, please store any items that do not fit on your table or display under the table. You must keep your display within your space.
5. For the benefit of all our customers, we require all Vendors to stay for the duration of the show. You may not tear down before 3:00pm.
6. We reserve the right to request an exhibitor to remove any items which we believe to be inappropriate.
7. Each vendor is required to donate one item that is representative of their craft to the Raffle. This item is to be brought to the Check in Station area, and given to a volunteer for the Raffle with your business card. Thank you so much for your donation.
8. Vendors may not sell bake goods, candy or other food items.
9. We cannot provide change to vendors. Vendors are solely responsible for all financial transactions connected with their merchandise.
10. Due to Fire Regulations there are to be no open flames, lighted candles, or smoking permitted inside the school building. Any vendor requiring electricity must use a utility grade extension cord. No household extension cords will be permitted. Violations will result in loss of electricity and no refunds will be made.
11. Vendors must comply with parking in the designated “vendor parking” area. Vendor parking is “up the hill” in the church parking lot.
12. St. Cecilia Parish, its affiliated organizations, and their members are not responsible for any damages, loss or theft of merchandise or display equipment.

Thank you for your interest in our show and we wish you much success.

Please call Kim Kowal at 851-9098 or email at kimkowal@columbus.rr.com if you need assistance.

St. Cecilia
Fall Craft Show

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Vendor Application
October 23, 2010 9 am - 3 pm

Your Name _____

Vendor Trade Name: _____

Address _____

City, State & Zip _____

Email _____

Home phone _____ Cell phone _____

Type of craft _____

Are your items personally hand crafted? Yes No

All applications will be processed on a first come first serve basis. While every consideration will be given to requests for specific locations, we cannot guarantee exact placement. If you are requesting the same space as last year, you must submit an application by September 1st.

*Same space as last year 2009 Yes No

*Electric Outlet (if possible) Yes No

*There are limited electric outlets available.

Table/space size: **8 foot** _____ \$35.00 each **12 foot** _____ \$45.00 each Do you need a table? Yes No

Make checks payable to: **St. Cecilia PTO**

Location request: **Gym/Parish Center _____ Middle Room/Bingo Hall _____

**Only handmade crafts are permitted to be sold in the designated Craft Area (Gym) under the contract.

As outlined in the accompanying letter, each vendor is required to donate a handcrafted item valued at \$10.00 or more. Please indicate the type of item you will be donating. _____

I/We have carefully read the terms of this contract/agreement, understand it, and agree to be bound to it. The undersigned hereby acknowledge that Saint Cecilia Parish, School and PTO assumes no liability in the event of theft, loss or damage to property or merchandise or injury to persons in connection to this show. The undersigned also hereby agrees to indemnify and save and hold all of the organizations and individuals leaving his/her property on the premises St. Cecilia.

Signed/Signature

Date

Mail application & payment to:

St. Cecilia PTO Craft Show, c/o Kim Kowal, 5900 Ocala Ct, Galloway, Ohio 43119

If you have any questions, please call Kim Kowal at 614-851-9098 or email: kimkowal@columbus.rr.com