

Mill Woods United Church
CHRISTMAS CRAFT FAIR
15 Grand Meadow Crescent, Edmonton, AB T6L1A3
Saturday, November 30th, 2019
10am-4pm

Vendor Application Form

Date of Submission: _____ Date received at Church _____

Business name if applicable: _____

Name: _____

Address: _____ Postal Code: _____

Home phone: _____ Cell: _____ Business: _____

E-mail: _____

Website: _____

Product(s):

Please provide picture(s) of product(s). If you don't have a website (or online resource for pictures), include pictures with your registration or email to craftfairmwuc@gmail.com. Please provide us as detailed an idea as possible of what you will be selling, e.g. 70% Xmas angels to hang in the window, 20% snowflake tree ornaments, 10% crocheted baby hats.

Would you be willing to give a small item for our door prize: Yes _____ No _____

Number of tables required: \$50 _____ 6' table provided and please bring your own table cloth
\$70 _____ 6' table provided and space for one display rack max. 2'x2'
\$20 _____ extra table of your own max. 4' (this is only available on the lower level)

Total payment for tables : \$ _____

Please mail this registration form to our church address above "Attn: Craft Fair Laura" with your cheque payable to Mill Woods United Church. Your cheque is required for registration and will not be cashed until we have notified you of confirmation as a vendor in our craft fair. You may post-date cheques for August 30, 2019. NOTE: We do not have etransfer service at this time.

Do you need access to power? _____ (limited spaces, bring your own extension cords).

Payment received (office use): _____

Mill Woods United Church

15 Grand Meadow Crescent
Edmonton, Alberta T6L 1A3
(780) 463-2202

Christmas Craft Fair

Saturday November 30th 2019, 10 am – 4 pm

Vendor Information and Responsibilities- Day of Craft Fair

Please keep handy for reference before the craft fair.

Thank you for participating in our Craft Fair. We hope to make this fun and profitable for all.

1. If you are unable to attend, the table fee may be refunded if notification is received three weeks prior to event. **Cancellations received less than three weeks prior to event will receive a refund only if a new vendor is found for the table.**
2. Receipts for tables will be available day of sale and taped to table.
3. Vendor must provide own table display, and tablecloth.
4. Vendor must provide own extension cords or additional materials required to set up display.
5. Set up time: Saturday, November 30th 8:00-9:30 a.m. NOTE: We do not open doors until our elevator attendant has arrived.
6. Our Heavenly Hospitality team will be bringing in their supplies before 8:00 a.m.
7. Unload in the church parking lot, located on north side of church then please move your vehicle to street parking to allow for patron parking close to church doors.
8. There will be helpers to direct you to your designated tables. Some commercial and other Vendors will be located on the lower floor. You can access by the stairs or elevator (inside the church if needed) but **do not** use unless the elevator attendant is available.
9. Please, no packing up or early departure before 4:00pm.
10. Mill Woods United "Heavenly Hospitality" team will host a food/refreshments concession on the lower level. Please feel free to bring your own snack if desired. Complimentary coffee and tea are available for all vendors in the workroom on the main floor.
11. Insurance is the responsibility of the vendor.

Questions? . If you have any questions please contact us at:
craftfairmwuc@gmail.com



Mill Woods United Church

15 Grand Meadow Crescent

Edmonton, AB T6L 1A3

780-463-2202

June 2019

Dear Vendor,

Mill Woods United Church is pleased to invite you to apply for participation in our **Christmas Craft Fair** on **Saturday, November 30, 2019 from 10:00am-4:00pm**. We welcome both handmade crafts and commercial vendors. We have two levels for vendors, the main floor and the lower level where our Heavenly Hospitality Concession is also located.

Table Choices:

1. \$50.00 per table. 6' Tables provided.
2. \$70.00 per 6' Table provided. Plus space for your own upright display rack maximum size 2'x2'. There is a limited number of these spaces.

The placement and selection of vendors will be made at the direction of the Craft Fair Committee. We will limit the number of vendors selling the same product to give each vendor the opportunity to do well. To respect customer sensitivities, we do not allow scented products or the burning of scented candles.

NOTE: New application deadline. Full payment is required with your application but your cheque will be cashed only if/after we confirm with you. Application deadline is Saturday August 31st. You will be notified if you are accepted or declined in early September. You may post-date cheques no later than August 31st, 2019. If you wish to submit your application in person at the church please call our administrator at 780-463-2202 to arrange a time. **We do not currently accept etransfer payments.**

Please click on the Document name to open and print below. It may pop up on the bottom of your screen. To ensure you receive our emails please add us to your contact list and if you have changed your email, please send us an update. You can also unsubscribe from our contact list if you wish.

Mail registration form to:

Craft Fair -Laura
c/o Mill Woods United Church
15 Grand Meadow Crescent
Edmonton AB
T6L 1A3

We look forward to hearing from you. If you have any questions please contact us at craftfairmwuc@gmail.com

Sincerely,

Laura & Carla