

Dear Craft Vendor,

St. Peter Lutheran Church cordially invites you to exhibit your work for our Fourteenth Annual Holiday Craft Fair.

The fair will be held on Saturday, November 18, 2017 from 9:00 AM. to 3:00 PM. at St. Peter Lutheran Church, 2104 Geele Ave. Sheboygan, WI. 53083.

Listed below are the exhibitor guidelines. Please keep for your records.

1. The fee will be \$30.00 for a space approximately 10 feet by 8 feet during the one day event. Entry fees are non-transferable. No refunds after September 1st. Your entry fee must accompany the application. No reservations will be taken without it. You will also be provided with two chairs in your booth space.

2. Exhibitors are solely responsible for the collection and remission of appropriate sales tax to the State of Wisconsin.

*3. All exhibitors **MUST PROVIDE THEIR OWN SET UP** (tables, extension cords, drape cloths for table fronts, etc). **An 8 foot table can be reserved for an additional \$5.00. Electricity requirement is also \$5.00 extra. (if available)***

4. Set-up for all craft vendors has been planned for Friday, November 17, 2016 from 3:00 PM. to 6:00 PM. and Saturday, November 18, 2016 from 6:30 AM. To 8:30 AM. No further set up will take place after 8:30 AM. for Saturday set up, fellowship hall entrance is what will be used to bring your products into the sale.

5. Two people are allowed in your space at any one time. You will be expected to provide your own back -up during breaks or lunches.

6. Please abide by our operating hours and rules as some rules have changed.

7. Please submit 2 photos of your craft items if this your first year participating in our event.

*8. All vendors are asked that all works on display must be the original and handmade works of the artist or craft person renting the booth space. All work must be in good taste or you will be asked to remove the items. No manufactured goods permitted. *No food sales will be permitted without a food license displayed at your booth. This excludes the church run bake sale.*

9. Please consider donating one of your hand crafted items for our raffle/door prize table. We will acknowledge all donating vendors at the holiday craft sale. Donations may be donated at the time of the sale. We would like to thank you in advance.

10. Food and beverages will be available during the event in the fellowship hall of the church.

11. Violations of the guidelines will automatically exclude you from further shows, and you may be asked to take things down or put away.

All artists who wish to participate in the Fourteenth Annual Holiday Craft Sale must submit the following:

- * Registration form (enclosed)**
- * 2 photographs of your work for all new vendors. Photos will be returned.**
- * \$30.00 per booth registration fee (fee will be returned if work is not accepted)**
- * Self-addressed stamped envelope**
- * If you are selling food all food must be listed and your license number included on the enclosed registration form.**

Every entrant must submit all of the above materials in order to be considered for the event. The number of vendors will be limited, so please return your entry as soon as possible. Booth requests will be honored on a first come first serve basis, for returning crafters having first choice. After June 1, 2017. We will honor all crafter requests until all booths are filled.

We are looking forward to another successful craft event.

Any further questions can be answered by Sally Ross at 920-918-6384. Or by calling the church office at 920-457-4771.

Sincerely yours,

The Women of St. Peter Lutheran Church