First United Methodist Church

PO Box 27

Richmond, KY 40476

May 29, 2019

Dear Crafter-Vendor,

First United Methodist Church is excited to once again begin planning for our Christmas Craft Fair! This year the fair will be held from 9:00 am to 2:00 pm on Saturday November 9, 2019 in our Multi Ministry Center (MMC) with expanded space. As in the past years the fair will include over 30 booths of community crafters, artisans, vendors, cookies and candy sale, and a silent basket auction sale, all in a holiday atmosphere.

Booth space rental fees include a 10 x 10 space with a 6 ft. table and 2 chairs. You can bring any other tables, stands etc that you need for your space. Non-profit groups get the space for ½ price. Attached you will find an application. Booth fees (non refundable) will be:

Standard Vendor space with table and chairs $30.00

Non-profit groups, churches, youth programs $15.00

Deadline to register your booth via email or snail mail is November 1, 2019.

Below is a list of guidelines/requirements to be followed by all crafters & vendors. If you have any questions about these requirements or about the fair please call me at 859-582-4906, or email [lsbauer@gmail.com](mailto:lsbauer@gmail.com). We are looking forward to beginning the holiday season with you in such a special way!

Blessings,

Laura Bauer

First United Methodist Women

Guidelines/Requirements

1. Booths must be set up and ready to go by 9:00 am Saturday. You are welcome to begin setting up your booth on Friday 7-9 pm. We are not responsible for items left overnight.
2. Booths cannot be dismantled before the close of the fair before 2:00 pm on Saturday. Dismantling of booths disrupts other crafters. Please respect those around you!
3. All items displayed and sold must be handmade or from a direct sales business (ex Thirty One, Pampered Chef, Mary Kay, Tupperware etc.) No store bought items please.
   1. Note: We can only accept one vendor per direct sales company. Multiples of the same categories will be accepted.
4. No items will be displayed or sold that are of a graphic or violent nature.
5. Each booth is responsible for collecting payment of items sold. Wireless internet is available in the MMC .

**Breakfast and Lunch will be available for purchase.**

**Proceeds will benefit Richmond First United Methodist Church Women Ministries**

**2019-20 will be directed to Saint Andrews Retirement Community, Richmond Room In the Inn and Multi-Ministry Center**