Dear Exhibitor/Vendor: September 18, 2018

The West Chelmsford United Methodist Church (WCUMC) is holding its Annual Holiday Fair on Saturday, December 1, 2018 from 9:00 AM to 3:00 PM. We are offering table/space rental to exhibitors of handcrafted items, gifts and decorative items.

If you are interested in having a table, please read the following terms and then send in your attached registration form and your check as instructed below.

<u>Terms are as follows:</u>

✦   Applications must be mailed to the church in order to reserve space. Applications should be returned no later than November 2, 2018. Acceptance is on a first-come, first-serve basis. WCUMC reserves the right to refuse any application for reasons including, but not limited to: appropriateness, duplication, or space limitations.

        The fee for table space for this year's fair is the same as it was for last year. The amounts are:

We supply one 6 ft. Table	$45.00
We supply two 6 ft. tables, 2 spaces	$80.00
Bring your own table (6 or 8 ft.)	$40.00
Electricity for your space, add	$ 5.00

        There is a maximum of 2 spaces per vendor.

✦   <u>As in previous years, we expect to be completely full with vendor tables. Please be considerate of other vendors and remember that you may take up only **one** 6 or 8' area for your space. If you require additional floor space or separate rack space, you must purchase a 2nd space.</u>

✦   All tables must be covered. Please remember to bring your own tablecloth and any enhancements you may wish to use. You are responsible for all clean-up of your space after the fair ends at 3:00 PM. Please do not pack up and leave ahead of time. Take all trash with you as dumpster service is not provided.

✦   You need to be able to manage 5 - 6 steps in one short staircase.

✦   Doors open at 8:00 AM for vendors to set up. **Please do not arrive before 8:00 AM**. While we will have helpers to assist in unloading cars and carrying items in, feel free to bring someone to help you. After your car is unloaded, all cars must be moved to Joy Street (Right out of the church, Joy St is your 1st left).

✦   Displays must be ready by 8:50 AM and cleaned up by 4:00 PM. The Fair takes place from 9:00 AM - 3:00 PM.

✦   We will make every attempt to insure that vendors are not grouped together by merchandise, so as to lessen any competition.

✦   You are responsible for the security at your own space. We do not provide that service.

- ✦ If you are a returning vendor and have a room preference, please indicate that on your registration form. We will do our very best to accommodate you. <u>Table space is assigned as registrations come in, so please get your requests and registrations in early!</u>
- ✦ You are encouraged to let us know via e-mail that you want a space and that the form and your check is being mailed directly to the church. While we cannot hold a space for you, it's helpful for us to know you are planning on being with us.
- ✦ Cash and carry items are highly encouraged. If you must take orders for merchandise, we encourage all deliveries to be made BEFORE Christmas. If you cannot guarantee this, please explain that to the customer, and supply your contact information. The church is not responsible for any follow-up orders.
- ✦ We are happy to once again offer the "Chelmsford Passport for the Holidays." We encourage you to donate an item from your table for the gift basket. Someone from WCUMC will come around soon after the Fair opens to collect a donation if you have one.
- ✦ Every vendor hereby indemnifies and holds harmless WCUMC and agrees to be fully and solely responsible for any damage or injuries to any property or persons harmed by intentional or negligent acts of exhibitor/vendor and his/her employees and agent.

Should you have any questions or concerns, please do not hesitate to contact me. While I prefer to be reached via E-mail, you can leave a message on my cell phone, the telephone number is below.

We hope to hear from you soon.

Best Regards,
Heidi Vaughan
West Chelmsford UMC Holiday Fair Co-Chair
Tel: 508-878-1589, e-mail: hvaughan00@gmail.com

Registration form sent as an attachment