

St. Teresa of Avila

***Craft and Vendor Spectacular***

Saturday, November 10<sup>th</sup>, 2018



Dear Craft and Vendor Exhibitor,

St. Teresa of Avila is sponsoring a Craft and Vendor Spectacular on **Saturday November 10, 2018 from 9:00 A.M. until 3:00 P.M.** The event will take place at the School and Church, located at 1000 Avila Court, Pittsburgh, PA 15237. *Advance reservations are required to participate.*

Please note the following requirements:

- 1) All prospective exhibitors must complete the attached exhibitor agreement and submit it with a check for \$35 per table. This \$35 is non-refundable. If you would like to send some photos of your display with your application this will assist us in assigning spaces when creating our floor plan.
- 2) All spaces are 10' long by 6' wide; however, you may reserve two side-by-side 10' spaces. Keep in mind that all spaces will be allocated on a first come-first served basis. You may bring your own table and/or display but we will provide a table for you for each space if needed. We will provide two chairs per space.
- 3) We will not accept vendors who are a duplicate of already assigned companies. The decision will be made based upon the application postmark. In the event of a tie, we reserve the right to randomly select the vendor we will assign. All non-accepted vendors will be placed on a waiting list. Please get your application in early!
- 4) Once your application has been received you will receive a confirmation email with your assigned space(s).
- 5) All tables are to be attractively covered. No packing cartons are to be visible. The doors will open at 7:00 A.M. for your convenience and coffee will be available for our exhibitors. All displays must be set up by 8:45 A.M. **After you have set up we ask that you move your cars to the gravel lot behind the tennis courts.**
- 6) You must maintain your display until 3:00 P.M. **No packing until the show closes at 3:00 P.M.**

- 7) Exhibitors are responsible for clearing their space(s) after the show.
- 8) Electrical outlets are extremely limited. Please request an outlet only if your display requires one.
- 9) We will be advertising the event on social media and through the church. Please feel free to advertise as well and to share our event page on Facebook.
- 10) We will be having an **Exhibitor Raffle** throughout the day. We are asking each participant to donate one item and display it at your table. We will provide a bag for patrons to place raffle tickets directly at your space. This is a great way to increase prospective buyers to visit your location! All patrons will receive raffle tickets with their paid admission and more will be available for purchase.
- 11) Food trucks will be on site for anyone who would like to purchase breakfast or lunch throughout the event.

If you have any other questions, please email us at [STAMM15237@gmail.com](mailto:STAMM15237@gmail.com). We look forward to seeing you on November 10<sup>th</sup>!

2018 Exhibitor Agreement

St. Teresa of Avila Music Ministry

November 10<sup>th</sup>, 2018

9:00 A.M. – 3:00 P.M.

1000 Avila Court, Pittsburgh, Pa 15237



Crafter/Vendor Business Name: \_\_\_\_\_

Contact person: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email (required): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Description of all products and services to be displayed and/or promoted:

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Number of spaces requested: \_\_\_\_\_ number of tables needed: \_\_\_\_\_

Electricity required: \_\_\_\_\_

Additional information: \_\_\_\_\_

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Amount enclosed: \$35 X number of tables = \_\_\_\_\_ check number : \_\_\_\_\_

**Agreement**

I, the undersigned hereby make application for exhibit space at the event listed above. Crafter/Vendor agrees to be fully set up by 8:45 A.M. and not dismantle the exhibit until the close of the show at 3:00 P.M. Each space provided is approximately 10' X 6' and nothing may be stapled or nailed to the walls, floors or any part of the school or church. I agree to hold harmless St. Teresa of Avila and representatives. I hereby acknowledge that I have read the information and agree to all terms and conditions, rules and explanations herein.

Print Name: \_\_\_\_\_

Position/Title: \_\_\_\_\_

Authorized signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Make your check payable to: St. Teresa of Avila Music Ministry**

**Mail both pages of the completed and signed agreement along with your check for the appropriate amount to:**

**St. Teresa of Avila Music Ministry**

**Attention: Craft and Vendors**

**1000 Avila Court**

**Pittsburgh, PA 15237**