

St. Teresa of Avila Church
Neighbors North Catholic Community
Craft and Vendor Spectacular
Saturday, September 28th, 2019



Dear Craft and Vendor Exhibitor,

St. Teresa of Avila is sponsoring a Craft and Vendor Spectacular on **Saturday September 28th, 2019 from 9:00 A.M. until 2:00 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, made payable to St. Teresa Music Ministry, 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 2:00 P.M. **No packing until the show closes at 2:00 P.M.**
- 7) Exhibitors are responsible for transportation, set up and 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 (minimum value \$10) 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 entice 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. We look forward to seeing you on September 28th!

2018 Exhibitor Agreement

St. Teresa of Avila Church

September 28th, 2019

9:00 A.M. – 2:00 P.M.

1000 Avila Court, Pittsburgh, Pa 15237



Please print clearly

Crafter/Vendor Business Name: _____

Contact person: _____

Phone number: _____ Email (required): _____

Mailing Address: _____

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

Number of spaces requested: _____ number of tables needed: _____

Electricity required: _____

Additional information: _____

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 2:00 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