



Dear Vendors and Friends,

Thank you for participating in the Lewis Avenue Baptist Church Craft Fair!!! I hope you are as excited as we are for another successful show!

Below are a few reminders:

- **SHOW HOURS:** 10 am - 4 pm. As a reminder, you may not begin booth tear-down until 3:30 pm.
- **SHOW SET UP:** We will do our best to have the doors open as soon as possible, but please be patient with us if we are not ready right at 8:30 am. Doors will not open until all booth spaces have been marked and all tables and chairs are set up.
- **PARKING:** We ask that you leave the parking lot beside the gym available for our show attendees and YOUR customers. Once you have unloaded your vehicle, please move your car to the side parking lot. We will have someone directing you where to park.
- **CONCESSIONS:** Coffee and donuts will be available after 8:30 am on Saturday. A coupon will be provided to you for one free coffee and donut per booth space only. Additional coffee and donuts will be available for purchase. A variety of concessions will be available to purchase throughout the day. A concessions stand menu will be provided to you.
- **VOLUNTEERS:** We will provide volunteers to help you with unloading your items during set up (we are limited). We will also have honor students available during the show to help you if needed. Such as a restroom break or to bring food and drink orders to your booth. They are volunteers, please be kind!
- **ADVERTISING:** We do our best to promote the show through our the community and surrounding areas. You will receive a copy of the show flier, we ask that you share as well!
- **ELECTRICAL OUTLETS:** We have limited electrical outlet availability. If you paid for a table with electricity, please be aware, you will be sharing provided outlets with other vendors so plan accordingly. You must provide your own extension cords.
- **MICHIGAN SALES TAX:** This is the responsibility of each individual vendor.
- **2021 BOOTH DEPOSITS:** We will be accepting a \$10.00 non-refundable deposits for the 2021 show. This will go towards the cost of your 2021 exhibit space. Deposits will be accepted from 1:30-3:00pm at the vendor center or watch for volunteers to collect your provided form and payment. You may reserve your current space or make a request for a different spot at this time.
- **SMOKING:** State regulations prohibit smoking anywhere on school grounds.

Sincerely,

The Lewis Avenue Baptist Church Craft Fair Organizer

Sarah Morrissey



Lewis Avenue

BAPTIST CHURCH

CRAFT FAIR • APRIL 27TH, 2020 • 9 AM - 4 PM

Dear Friends,

We are starting to plan for the upcoming Craft Fair at the Lewis Avenue Baptist Church. Last year's show was a huge success with over 85+ vendors and we are looking forward to working with you! We will continue to put the same effort into this Craft Fair making it as successful as the past shows. We invite you to participate in the 2020 Craft Fair to be held on Saturday, May 9th, 2020 from 10 am - 4 pm. We are located at 6320 Lewis Ave. Temperance, MI 48182. **Each 8' x 5' exhibit space rental is \$35.00. Applications turned in AFTER April 18th, 2020 will have to be an additional \$5 fee.** Tables are available for rent for an additional \$5.00.

To secure an exhibit space, applications are due before April 25th, 2020. Please complete the form below and submit it with your payment. Refund deadline is April 18th, 2020, a \$15 cancellation fee. Reservations are not transferable. Confirmation of your application and space information will be emailed approximately 1 week prior to the show. You may set up on Saturday May 9th, 2020, beginning at 8:30 am. We reserve the right to prohibit items at any time. Lewis Avenue Baptist Church will not be responsible for loss, damage or product liability. MI State Sales Tax licenses are the sole responsibility of the applicant. Please contact Sarah Morrissey labccraftfair@gmail.com with any questions.

Sincerely,
The Lewis Avenue Baptist Church
Craft Fair Organizer
Sarah Morrissey

Send reservations too: Lewis Avenue Baptist Church
Craft Show
6320 Lewis Ave.
Temperance, MI 48182

Please keep the top portion for your record and print clearly.

Name _____	Qty _____	Rental Items 8 x 5 Exhibit Space(s)	Total _____
Email _____	_____	\$35.00 each	_____
Phone _____	_____	8 x 5 Exhibit Space(s)	_____
Address _____	_____	\$40.00 each - after April 18th	_____
City _____ State _____ Zip _____	_____	\$5.00 Electricity Required	_____
Types of Crafts _____	_____	\$5.00 Table Rental	_____
_____	Total Amount Due		\$ _____

Make checks payable to:
Lewis Avenue Baptist Church

_____ New Vendor

_____ Electricity Requested

_____ Same Location as 2019

*** Office Use Only ***

Check # _____ 2020

Deposit

Check Amount \$ _____