

2017

WYOMING UNITED METHODIST CHURCH

HOLIDAY CRAFT Show

Dear Craft Exhibitor:

Wyoming United Methodist Church is sponsoring its 9th Annual Holiday Craft Show on **Saturday, November 11th, 2017** at our church facility at **216 Wyoming Mill Road** in Wyoming, Delaware, featuring many different handmade crafts, free admission and parking, no stairs, and handicapped accessible restrooms. Great food to purchase. The craft show hours will run from 9:00 a.m. until 3:00 p.m.

1. **Only handcrafted items. No mass-produced flea market items!** Any vendor exhibiting unacceptable items will be dismissed from the show. ***No buy/sell items!***

2. **This is a juried show. In the interest of establishing high standards at this craft show, all new prospective exhibitors must submit at least two photographs of their work with their deposit. No exceptions!** Applications will not be accepted without photos. The photographs are used to judge your crafts and to help us create a floor plan. This will also help us to not place like items next to each other. You may only display and sell types of items shown in your photos sent with your application. We will be coming around to check your display and will ask you to remove all items not covered in your application photos. If you do not comply with these rules you will be asked to leave the show and you will forfeit your payment. Since the photographs are used as the basis for your acceptance into the show, please be sure to send clear, quality photos of your crafts. **Close-ups and pictures of your display are preferable. Vendors that were accepted into last year's show are exempt from sending pictures along with their applications, unless they would like to include a new craft in the show. Then pictures would need to be attached to the application.**

3. Applications will be reviewed, and you will be notified of acceptance or non-acceptance into the show. Be sure to include a self-addressed, stamped envelope with your application and fee. Photos will be returned to you on the day of the show.

4. **All selection decisions of the Craft Show Team are final.** While we do have the support of the church administration, they are not involved with the planning of this event. Any questions regarding your acceptance should be referred to the Craft Show Team members, not to the church.

5. All tables are to be attractively covered to the floor on all exposed sides with fabric coverings only - no plastic. No packing cartons are to be visible. No tent framing as part of display. You must maintain your display until 3:00 P.M. No packing until the show closes at 3:00. Vendors must be prepared to stay to the end of the show.

6. Set up begins at 7:00 A.M. All displays must be set up by 8:30 A.M. After you set up, we ask that you please move your car to the far side of the parking lot. We reserve the right to assign another crafter to your space after 8:30 A.M.

7. Crafters are responsible for cleaning their space after the show.

8. Electrical outlets are limited! Please request an outlet only if your display requires one. The cost for an electrical outlet is an additional \$10.00 per application. **Vendors must provide their own heavy-duty extension cords.** When requesting an outlet please write two separate checks, one for the application fee and one for the outlet fee. If all outlets are sold and you can still participate in the show without one, we will refund your additional \$10.00 electric fee. We will accommodate you if it is possible but cannot make any guarantees. We cannot make any changes the day of the show. Keep in mind that the overall lighting is quite bright.

9. All spaces are assigned by the craft show Team. We put a great deal of time and thought into placing crafters so you are not next to the same type of craft. No changes will be made the day of the show.

10. Only in case of emergency, if you need to cancel before October 11, 2017, we will attempt to fill your space. **IF** we are successful, we will return your check.

11. Please donate a small or inexpensive item for our door prize drawings throughout the day. If the crafts being sold in your space are large or expensive, another handmade item is acceptable. Please include your business card for advertising. Your name will be announced at the time of drawing your donated item.

12. Food and drinks will be available for purchase. Lunch orders will be taken during the morning hours and delivered to your craft space at a time convenient to you.

13. Last year's show vendors will be placed in the same vendor location as the 2016 show, unless you would prefer to be placed in a different location, if available.

14. For questions or more info, please contact:
Nikole Moore at 302-222-1602 or niksidjim30@comcast.net

Important Info:

DATE: Saturday, November 11th 2017

Time: 9:00 am to 3:00 pm **(no early breakdowns)**

Setup: 7:00 am to 8:30 am

Fee/space dimensions: \$35 for each (limit two side-by-side spaces), includes 8' table and two chairs

Electric: limited spaces available at \$10 extra per space

Deadline for applications-First Come, First Served

Now available: Family Life Center & Education Wing; first come, first served. FLC fills up first, then education wing.

All spaces filled quickly last year, so please submit ASAP.

Questions?? Contact Nikole Moore, 302-222-1602 OR niksidjim30@comcast.net

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HOLIDAY CRAFT SHOW APPLICATION

Name _____

Business Name _____

Email address _____ Phone _____

Address _____

City _____ State _____ ZIP _____

Website _____

Description of all crafts (use back side of this sheet if you need more space)

Please reserve ___ space(s) in the Wyoming UMC Craft Show on November 12th, 2017

I have enclosed my check payable to Wyoming UMC in the amount of

_____ \$ 35 per space

_____ \$10 for electric per space (please write a separate check for electric fee)

_____ \$45 corner space (no electric available at these spaces - 1st come 1st served by postmark)

_____ \$ Total enclosed

Check one: _____ Same as Last Year _____ Family Life Center _____ Education Wing

Make sure you return:

1. Completed & signed application

2. At least two photos-For New Vendors

3. Your check, made payable to WUMC for rental fee/electric

4. A self-addressed, stamped envelope (with sufficient postage)-For New Vendors

Mail to:

Wyoming United Methodist Church

c/o Nikole Moore

216 Wyoming Mill Road

Dover, DE 19904

The undersigned (and their representatives), in consideration for the fee paid, agrees to indemnify and holds harmless from any liability arising out of participation in the Wyoming UMC Craft Show on Saturday, November 11th 2017 the owners and occupants of said building as well as the promoters and organizers of this event. By returning this reservation form and deposit, we agree to all of the rules and regulations stated above.

SIGNATURE: _____ Date _____