



Grace Episcopal Church
124 Maple Hill Avenue
Newington, CT 06111
July 2018

Dear Artisans, Crafters and Vendors,

**SAVE THE DATE - RESERVE YOUR SPACE for our Fall Festival 2018
SATURDAY, OCTOBER 20, 2018 - 3PM**

Grace Episcopal Church is hosting our annual Fall Festival 2018 for Artisans, Crafters and Vendors. You are one of the firsts to be invited because you were with us last year. We are inviting you again to join us for this fun day.

This event works on a first come, first serve basis. Reserve your spot with this form and a check. You can mail it to the church at 124 Maple Hill Ave. Newington CT 06111.

If you have attended in the past, you will notice some changes for this year's Fall Festival 2018. The Parish Hall, Classrooms, Hallways and Outdoor space will be used for all Artisans, Crafters and Vendors. We will be on two levels. Each level is handicap accessible. You will provide your own table, table covering and tent if necessary. We will provide the chairs.

For indoor space your space will be approximately 10ft x 5ft. This will accommodate one 8ft table. It must be no larger than one - 8ft table! If you bring more than one 8ft table you will be charged accordingly.

For outdoor space we will have two areas. One at the front entrance of the church there is an area for 8 spaces and one on the grassy area near the Parish Hall and outside patio which will accommodate a dozen tents or more if needed. Each outdoor space will be 10ft x 10ft space. You will supply your own tent and table. You are welcome to set up the night before. It will be at your own risk though.

Our fees will be -

Parish Hall \$40.00

Larger classrooms and Hallways will be \$35.00

Outdoor spaces are \$35.00

Smaller classrooms are \$60.00 for one vendor.

Smaller classrooms for two vendors is \$35.00 each.

Smaller class rooms can accommodate 3 tables and 2-4 chairs. They will be available to one or two vendors only. Therefore more space is available if needed to sell your products or a place to change clothes. We have a limit one of Direct Sales Vendor per company. The first

application and check received will be the one to reserve their spot. It will be determined by the postmark. In memo on your check please reference "CET'.

Grace's Cafe will be open from 8am - 2pm for breakfast and lunch items. Coffee, Tea and water are free throughout the day.

We will include in your welcome packet - a breakfast coupon for a free breakfast pastry.

A lunch menu and an order form you can order from. Around 10:00am we will be by to pick up your menu & money to have your lunch delivered at around 12 noon.

Live music will be played throughout the day for the shoppers enjoyment. As requested from last years evaluation form some Holiday music will be played throughout the day.

We will do a lot of advertising with our large lawn signs and large banners placed at busy intersections of traffic, advertising on TV and the radio and placing our beautiful eye catching Fall Festival flyers throughout the larger community in a variety of locations and stores. As well as on Facebook and Twitter. So we hope it will be a great turn out. You can help too by placig our Fall Festival flyer in your community.

If you have any questions or if for whatever reason, you need to cancel, please call the church at 860-666-3331 x3 or email us at cetgracechurchnew@yahoo.com at your earliest convenience. If you cancel before Friday, October 10, 2018, we will refund your fee. There will be no refunds after October 11, 2018. Processing and cancellation refund can take approximately two weeks to be returned. Please complete the form on page 3 in its entirety and mail to us with your check made out to Grace Episcopal Church to the address below.

Click here to save this document for your information. Please sign and return the form on the last page with your check to reserve your space.

We look forward to seeing you again this year.

Your Fall Festival committee of 2018

Hello Artisan, Crafter & Vendor,

Please complete this form in its entirety and mail to us with your check made out to Grace Episcopal Church to the address below. You can mail this form with your check or drop it off in our locked Fall Festival mailbox by our front door.

Grace Episcopal Church - Fall Festival 2018
124 Maple Hill Avenue Newington CT 06111

Name(s)

Business Name

Home Address

City, State, Zip

Contact number

Email

List all items you are selling with a brief description of the product(s) you are selling.

Number of chairs

Artisan, Crafter or Vendor please read and sign below,

I agree that Grace Episcopal Church will not be held responsible for any injury to anyone or myself in the booth area, nor will Grace Episcopal Church be responsible for any loss of merchandise from my booth during the event including set-up and break-down times. I understand I must provide my own insurance. I also understand that I must remain for the entire period of the event - from 9am - 3pm on Saturday, October 20, 2018.

Signature

Date
