

THE PARISH OF SAINT CATHERINE OF SIENA

2017 Harvest Craft Fair Call for Vendors

Saturday, October 14th ⚡ 9:00 am - 3:00 pm
The McClinch Family Center

Hello Harvest Crafters,

The Parish of Saint Catherine of Siena (220 Shelton Road, Trumbull) is accepting applications for craft fair vendors, direct sales merchants, Etsy style boutique products, local artisan made goods. **The Saint Catherine of Siena Harvest Craft Fair** is rain or shine on Saturday, October 14th, from 9:00 a.m. - 3:00 p.m.

HOW TO APPLY:

Complete the Application Form, available on the Parish website at www.stcathtrumbull.com. Mail it to the Parish Office -- complete with your payment and two to five (2-5) photos showing the crafts that you will be selling at this year's event. Include your last name on the back of your photos so we can return them to you at the Harvest Craft Fair. Your payment (\$50 for one table, or \$90 for two tables) should be cash or check (*no credit cards*) payable to St. Catherine of Siena and mailed to:

Harvest Craft Fair
The Parish of Saint Catherine of Siena
220 Shelton Road
Trumbull, CT 06611

Craft Fair Fee: (*tables are 6' long*)

\$50 for one table
\$90 for two tables

Important Dates:

Now	Registration is open
Friday, September 29	Applications and payments due
Friday, October 13, 3:00 - 5:00 pm	Set up (<i>must be done by 5pm</i>)
Saturday, October 14, 7:00 am	Set up
Saturday, October 14, 9:00 am - 3:00 pm	The Harvest Craft Fair

Although the building is locked at night, items are left at your own risk.

For more information, please call (203) 377-3133 or email support@stcatherinetrumbull.com
Your application will be confirmed by email with space assignment.

THE PARISH OF SAINT CATHERINE OF SIENA • TRUMBULL
220 Shelton Road ⚡ Trumbull, Connecticut 06611 ⚡ 203.377.3133
www.stcathtrumbull.com

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2017 Harvest Craft Fair

Saturday, October 14th ☞ 9:00 am - 3:00 pm

The McClinch Family Center

2017 Harvest Craft Fair Notes and Responsibilities

VENDOR RESPONSIBILITIES:

1. Vendors may register for a maximum of 2 tables.
2. Vendors must occupy the space(s) they are assigned and not display product in the walkways nor block emergency aisles or entrances/exits.
3. Nothing may be hung or secured to the walls of the McClinch Family Center. There can be no placement of equipment or articles that create a possible hazard or liability (such as to block emergency exit.) Parish staff will determine this.
4. Alcohol, smoking, and/or pets (except service animals) are not allowed in the building or anywhere on our campus. This includes cigarettes, e-cigarettes, pipes and cigars.
5. If you are accompanied by children, please do not leave them unsupervised.
6. Edible items require evidence the vendor is licensed or certified to sell.
7. Once you have unloaded your vehicle, please move your vehicle to the designated vendor parking area.
8. Please keep your display intact until Saturday at 3pm. Breakdown may begin at 3pm. Vendors are required to leave their space clean and free of debris during the Fair and when exiting the church grounds.
9. Vendors may set up on Friday, October 13, from 3:00 - 5:00 p.m. or Saturday, October 14, at 7:00 am.

HARVEST CRAFT FAIR additional notes and RESPONSIBILITIES:

1. Table sites are 6' long. One table and two chairs will be provided. Vendors are required to supply all additional equipment and display materials.
2. Electrical outlets are on the exterior walls only. Electricity is not available at interior tables. Extension cords will be permitted for exterior wall tables only; extension cords will not be provided.
3. This is an indoor event. Pop-up tents are not permitted. It will take place "rain or shine".

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2017 Harvest Craft Fair
Registration Form

Saturday, October 14th ☞ 9:00 am - 3:00 pm
The McClinch Family Center

Name: _____ Email: _____

Business Name: _____

Address: _____

Home Phone: _____ Cell Phone: _____

Please Describe Your Exhibit: *(Please be specific, and include a photo)*

If you have special requests or requirements, please use the back of this form. Wall space with electricity is limited, but we will do our best to accommodate special requests.

I AM ENCLOSING PAYMENT FOR: \$50 for one table \$90 for two tables

Cash or check payable to "St. Catherine of Siena". No credit cards.
Cancellations made 30 days prior to the show date will be refunded.

Please Return Form with payment no later than September 29, 2017 to:

Harvest Craft Fair
St. Catherine of Siena
220 Shelton Road
Trumbull, CT 06611

I agree to abide by the vendor responsibilities and understand that items left in the McClinch Family Center overnight are left at my own risk.

SIGNATURE _____ DATE _____

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