

Trinity Presbyterian Church's 12th Annual Holiday Bazaar and Craft Fair

Saturday, November 5, 2016 from 9am to 3pm at 499 Route 70 East, Cherry Hill, NJ

Description The Trinity Presbyterian Church 12th Annual Holiday Bazaar is a Craft and Food Fair open to the public at no cost, where handcrafted items and food products can be purchased and enjoyed in anticipation of the upcoming Holiday season.

The event will include

- a **juried** craft show of handcrafted items
- a breakfast/luncheon menu in the downstairs Food Court
- a bake sale
- tombola gift baskets and silent auction
- a model train display in the Witherspoon Center building
- holiday music played throughout the event.

Date & Time Saturday, November 5, 2016
Open to the public from 9:00 a.m. – 3:00 p.m.

Location Trinity Presbyterian Church (USA) at 499 Route 70 East, Cherry Hill NJ (next to Barclay Farm Shopping Center, ¼ mile east of Kings Highway).

Exhibitor requirements Products: Handcrafted items only. No kits, factory goods or reselling imported crafts. ALL PRODUCTS to be sold must be listed on application to avoid duplication of items among crafters.

Vendor Selection: This is a juried show. Crafters must submit photographs of goods to be sold in selected categories. Photos of booth displays are also welcome. No subleasing will be allowed.

Registration: All exhibitors must mail their registration forms on or before October 14, 2016. Special discounted fee of \$45 per booth offered this year only for those who mail their registration forms by August 31, 2016.

Pricing: Items priced below \$30 sell extremely well, while higher priced items don't sell as well. Items priced higher than \$100 most likely will not sell.

Set-up: 6:30-8:30 a.m. Saturday morning or Friday evening between 5:00 p.m. and 9:00 p.m. All tables must have skirts down to the floor.

Clean up: All exhibitor material and equipment must be cleared by 5:00 p.m. on Saturday. The church's dumpster will not be available for exhibitor's trash and packing materials.

Available space and fees

Staff will be available to direct crafters to their assigned spaces on the upper level of the church building. Food and refreshments will be located in the downstairs Community Hall adjacent to the kitchen.

Upper level is accessible via a ramp and elevator from the back parking lot—for both persons and goods. The facility is fully accessible to disabled persons.

<u>Location</u>	<u>Size</u>	<u>Fee</u>	<u>Electricity (110V)</u>	<u>Table/Chairs</u>
Indoor (36 stalls available)	7.5'x 7.5' approx*.	\$55	\$5 extra (wall spots only)	2 Chairs free Table (limited) - \$5 each Extra chair - \$2 each

*Please note that space is limited and most stalls are be closer to 7 ½'x 7 ½'. Be prepared to fit your exhibit into the smaller space.

Important: Trinity Church reserves the right to change your booth location at any time without prior notice.

Trinity Presbyterian Church's 12th Annual Holiday Bazaar and Craft Fair, Continued

You'll need... Please bring your own table with skirts, and trash bags for clean up.

Display Constraints

The Trinity Holiday Craft Fair imposes the following crafter display constraints:

- Only table displays allowed – submit pictures of your booth to avoid disappointment.
 - No backdrops or dividers allowed higher than 5' without prior submission and approval.
 - No halogen lamps or lighting systems with more than 1 Amp combined current draw.
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What Trinity Church will provide

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- 2 chairs per stall (extra chairs are available for a fee of \$2 each)
 - Additional tables for a fee of \$5 each (a limited number of tables is available)
 - A framed name plaque for each stall displaying crafter's name
 - Parking on premises for off-loading between 6:30 a.m. and 8:30 a.m.
 - Off-site parking to exhibitors in a nearby parking lot for the duration of the event
 - Food ordering service from the downstairs Food Court
 - Two FREE COFFEE coupons and water fountains
 - Restrooms
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Registration, payment and confirmation

Deadline: Your fully completed registration form (see attached) and paid fee must be mailed by **October 14, 2016**. No late applications will be accepted. If you wish to take advantage of our early registration discount of \$45 per booth, you must mail your application by **August 31, 2016**.

Payment: Must be in the form of a check made payable to **Trinity Presbyterian Church** with **Holiday Bazaar** in the memo line.

Mailing Address: Trinity Presbyterian Church, 499 Route 70 East, Cherry Hill, NJ, 08034-2462.

Confirmation: A letter of acceptance from Trinity Church will confirm your registration and space reservation.

Refund Policy

Trinity Church will give no refunds of any registration fee. Refunds will be made only if Bazaar management decides to cancel the event due to unforeseen events or an act of God.

Promoting the event

Trinity Church commits to the following marketing support:

- Postcards included with each registration for each crafter to hand out at similar events.
- An announcement posted on our lighted outdoor sign on busy Route 70.
- Announcements to all local newspapers and community bulletin boards.
- Flyers to all 750+ members of the congregation and the Trinity Nursery School.
- Thirty 18" x 24" roadside signs posted two weeks prior to the date throughout local neighborhoods.
- Featured announcement on the Home page of our website.

Please feel free to link to our website from your own or post a link to the event from other listing sites – to tell people where they can come and buy your crafts. Please use the following URL:
<http://www.trinpres.org/fair/>

Contact Information

Please contact the Trinity Presbyterian Church office at (856) 428-2050 with any questions.

The church is located on 499 Route 70 East, Cherry Hill, NJ. (¼ mile east of Kings Highway, next to Barclay Farm Shopping Center).

You can also reach the Bazaar Crafter Coordinator via email at: trinpres@trinpres.org
Please visit our website at <http://www.trinpres.org> for updates
