



Sacred Hearts Inaugural “Spring Market”

A Craft & Vendor Fair Hosted by St. Anne’s CCW

March 2, 2019

9am-2pm

You are invited to participate in our Inaugural “Spring Market”, a craft and vendor fair, on March 2, 2019, from 9am to 2pm. Our St. Anne’s Council of Catholic Women (CCW) is excited to host this event and encouraged by prior participation from crafters and vendors who have come to Sacred Hearts as part of the “not quite so annual” Jingle Bell Bazaar or as part of our Fall Festival.

What is the “Spring Market”?! An event that welcomes Spring and showcases items for Spring/Summer and the upcoming Easter holiday as well as First Communion and Confirmations! We wanted an alternative to all the other craft and vendor fairs that take place in fall and winter before the Thanksgiving & Christmas holidays, and believe this will be a great opportunity to bring people together after the holidays and winter cold, and a time to start thinking about the warmer and sunnier days ahead!

Because this is our inaugural event, we will be hosting this first year in the Parish Gathering Room – an accessible space in the lower level of our church. All vendors requiring a table will be provided a rectangular table that is either 6’ or 8’ long (no round tables for this event). Crafters/vendors requesting 2 spaces will be allotted on a first-come, first-serve basis, if space permits. Our goal is to have roughly 24 unique vendors to make this an inviting event for our shoppers!

Our address is 221 Columbus Street. If you drive around the side of the church onto Vine Street, you will notice a handicapped parking lot. You are welcome to use this area for unloading only. We ask that you move your vehicle afterwards to provide space for shoppers. You can return at 2pm to pack up. Set-up begins at 7:30 am on March 2nd. We have an elevator and a couple of carts for your convenience.

There is NO fee for shoppers to come to this event. We will be serving lunch, and St. Anne’s CCW will also be hosting a bake sale during the event.

If you can, we’d like to have you donate an item for our use in a gift basket that we will raffle off at 1:45 pm (need not be present to win). Feel free to include your business card and catalog with this donation.

If you have questions or need more information regarding our event, please feel free to contact Margaret Powers at the Parish Office: 608-837-7381 x234 or margaret.powers@sacred-hearts.org.

Thank you and we look forward to your participation at our Spring Market!



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2019 VENDOR AGREEMENT

1. By my signature below, I agree to abide by the rules and policies set forth in this application.
2. I agree to be set up 15 minutes before the event begins and to not tear down until closing time. (**Event Time: 9am-2pm**)
3. I agree to park at the Daycare parking lot after unloading. (see map for location information)
4. I agree to keep a professional appearance to my booth, and agree NOT to use tape, nails, screws, tacks or pins on walls or floors of the facility.
5. I am fully responsible for my booth and exhibited personal property.
6. I will keep my booth space clean and at the end of the event, pack up promptly and leave no mess behind.
7. I grant permission to St. Anne's CCW to use photos and video of my booth, and grant permission to use my vendor information on social media platforms for publicity purposes without compensation.
8. I agree not to sell or display any inappropriate merchandise at the event. Determination of what is inappropriate will be at the sole discretion of the St. Anne's CCW event committee.
9. All proceeds from the sales of my products are entirely mine, and I am entirely responsible for collecting and remitting any applicable sales tax.
10. I agree to hold harmless Sacred Hearts of Jesus and Mary and St. Anne's CCW from any claims for damage to persons or property in any manner related to my use or occupancy of the event site. I release Sacred Hearts of Jesus and Mary Parish and St. Anne's CCW from any liability for loss, damage or theft of my property.

I have read, understand and accept the terms and conditions stated in this agreement and agree to abide by them.

Vendor Print Name: _____ Date: _____

Vendor Signature: _____

St. Anne's CCW Contact Information: Please direct any questions or communication to Margaret Powers at 608-837-7381 x234 or margaret.powers@sacred-hearts.org

PLEASE TURN TO THE OTHER SIDE TO COMPLETE APPLICATION!



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VENDOR APPLICATION FORM

Name: _____

Cell Phone: _____

Home Phone: _____

Email Address: _____

Mailing Address: _____

Product and description (please include pictures that represent the products you are interest in selling.) NOTE: if you add any items that are not listed here, please check with St. Anne's CCW first to avoid duplication among vendors. Thank you!

If accepted into the event, the fee is **\$30 for a single space** or **\$50 for a double space** (space permitting), payable to SACRED HEARTS PARISH upon acceptance into this event. All fees are non-refundable and non-transferrable. Registrations accepted until January 20, 2019 or until space is sold out. **Space is LIMITED so please register early.**

Do you need a Table(s)? Yes ___ (Circle preferences: Table-6' or 8'; Space-1 or 2) No ___
Chairs? 0 1 2 (circle one)

Do you need Electricity? Yes _____ No _____

Would you be willing to donate an item to the Raffle? Yes _____ No _____
Money from the raffle will be used by St. Anne's CCW to support our parish.

Do you have any other needs, questions or considerations? _____

PLEASE TURN TO THE OTHER SIDE TO COMPLETE APPLICATION!

For Office Use Only

Date/Time Received _____

Amount Received _____

Confirmed _____

Booth Location _____

NOTES _____
