

Ladies  
K OF C  
Auxiliary



*of the Sacred Heart of Jesus Council #13241*

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Hello Fellow Crafter,

Sacred Heart Ladies Auxiliary is pleased to invite you to participate in our 2022 Craft Fair! This year's event will be held on **Saturday, November 5th from 9am to 3pm** at Sacred Heart Parish Center gymnasium. Details are listed below.

\$40.00 – bring your own table

We have a limited number of 8 feet tables available for rent for an additional \$15

This year's craft fair will look slightly different as we continue to plan with public health precautions. We are going to reduce the number of vendors to allow more space for all and there will not be a Grannies Attic.

If interested in participating, please print the application and mail with your payment. Your spot will be secured upon receipt of the application and check and we will confirm your spot via email.

Please feel free to e-mail [cfshox22@gmail.com](mailto:cfshox22@gmail.com) with any questions or concerns. We look forward to working with you.

Sincerely,

The Sacred Heart Ladies Auxiliary Craft Fair Committee

Please mail application and payment to:

Sacred Heart of Jesus #13241

Ann Brown, Treasurer Ladies Sacred Heart Auxiliary

1029 Little Elk Creek Road

Oxford, PA 19363

[cfshox22@gmail.com](mailto:cfshox22@gmail.com)



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**CRAFT FAIR APPLICATION**  
Sacred Heart Parish Center Gymnasium  
205 Church Rd. Oxford, PA 19363  
November 5, 2022 9am-3pm

Name: \_\_\_\_\_

Name of your business if applicable: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail (print clearly): \_\_\_\_\_

We will be setting up a Facebook Event page and will be happy to feature your wares on that page by pulling pictures from your FB or website if you have one and list below.

Facebook Page (if any): \_\_\_\_\_

Website (if any): \_\_\_\_\_

Description of products to be sold:

\_\_\_\_\_  
\_\_\_\_\_

Special Requests for space assignment (No guarantees but we will do our best):

( ) Electricity ( ) Other (Explain) \_\_\_\_\_

**For repeat vendors only: If available, do you desire your same spot from last year?** \_\_\_\_\_

Please check your preference below	No. spaces	Total \$
\$40.00 – per space - bring your own table not to exceed 8 ft.	_____	_____
\$55.00 – per space with 8 ft. table rental table provided by us	_____	_____

**To reserve a space, return your completed application with your payment to:**

**Please make checks payable to: “Ladies Auxiliary”**

Please email if you have any questions: [cfshox22@gmail.com](mailto:cfshox22@gmail.com)

## **Details of Participation**

- ✓ **Vendors may begin checking in and setting up at 7 am. All vendors must check in upon arrival to receive their space assignment and welcome packet. Spaces will be marked and numbered.**
- ✓ **Each vendor is to provide their own table unless you have requested a table rental and included the additional \$15 in your payment. There are no extra tables available on the day of the event. Chairs are provided for all vendors.**
- ✓ **We cannot guarantee that you will be assigned a particular space when one is requested or that you will have the same spot as last year. However, we do all that we can to meet your needs but we appreciate your understanding and flexibility in regards to space assignments. Spots are assigned upon receipt of application and check.**
- ✓ **Each space does not accommodate multiple tables to be used in a U shape or L shape. If your display needs are greater than an 8 x 3 table, we recommend that you consider reserving 2 spots.**
- ✓ **Placement will be assigned in the order of when payment and application is received.**
- ✓ **Upon check-in, you will receive a welcome packet which a complimentary coffee & donut. At this time, we are unsure if we will be serving lunch so you may need to pack your lunch. Planning is still under way in regard to food and we will keep all registered vendors advised of the food situation before the event.**
- ✓ **Our Ladies Auxiliary volunteers will be circulating all day and checking in with you to make sure we are doing all we can to make your day pleasant. We are happy to stay with your table if you are by yourself and need a comfort break. Just ask!**
- ✓ **Music volume and selection is at the discretion of the Ladies Auxiliary and we cannot control the temperature of the gym (we have experienced both extremes in the past based on weather).**
- ✓ **Should you need to cancel, we will refund your application fee if notified by Oct. 15<sup>th</sup>.  
No refunds will be made after this date and no refunds will be made for vendors who are not able to be present on the day of the event due to unforeseen circumstances.**
- ✓ **Only one representative from each direct sales company will be accepted. The first completed paid application will be assigned a space. All subsequent ones will be returned. Only 5% of our spaces will be approved for direct sales as our preference is handmade items.**

- ✓ **There is a \$30.00 fee for any check returned by the bank. This fee plus the reservation fee must be paid in cash before you will be allowed to set up your space on the day of the event.**
- ✓ **All vendors must move their cars after unloading to the side parking lot or along the route 10 side further from the gym. It benefits all vendors to leave plenty of parking for shoppers.**
- ✓ **Vendors may be individually featured on our Facebook event page if we can pull information and photos from your vendor Facebook page and/or website listed in your application. Our FB Event page will be used to promote our event and your wares.**
- ✓ **Please email if you have any questions: [cfshox22@gmail.com](mailto:cfshox22@gmail.com)**

**PLEASE RETAIN THIS PAGE FOR YOUR REFERENCE**