



BROUGHT TO YOU BY THE PARENT TEACHER FELLOWSHIP BOARD

KCA CRAFT & VENDOR FAIR INFORMATION

November 3, 2018

WHAT YOU SHOULD BRING

- Tables
- Chairs
- Cash box
- Tent
- Bags or boxes for shoppers
- Cash/coins to make change
- Trash bags

SALES SPACE DESCRIPTION

- Roughly 10' by 10' in size
- Outside Space - Event is being held outside
- No tables or chairs provided

WHAT CAN I SELL?

Any type of crafts, home business items, collectibles or boutique items.

NO FOOD SALES UNLESS YOU ARE LICENSED.
(No concession or bake sale style food)

All vendors must remain in their assigned space until the end of the event. If you have reserved a space and are not able to occupy it, please let us know so that we may fill your spot as soon as possible.

Alcohol is not allowed on the school premises at any time. KCA is not responsible for any lost or stolen items.

SET-UP DAY INFORMATION

Event Location:

KCA Campus - Outside

Event Date/Time:

Saturday, November 3, 2018
from 12 - 6 p.m.

Set-Up Date/Time:

Saturday Morning 9 - 10:30 a.m.

PLEASE BRING YOUR OWN TABLE & CHAIRS
(Tent if desired)

Please plan to be unloaded no later than 10:00. We have to have all vehicles moved off the field area for the state amusement inspector.

RESERVING YOUR SPACE

Fill out a reservation form and submit it to the KCA Public Relations Office. Spaces will be assigned in the order of payment. You may select a specific spot by visiting the Development Office at KCA and designating your first choice location. Payments may be made by sending a check to: The King's Christian Academy, 20738 Point Lookout Road, Callaway, Maryland 20620. Please call Heather Waller at 301-994-3080 or on her cell phone 301-275-4614 with any questions.

2018 FALL VENDOR /CRAFT FAIR

REGISTRATION FORM

Contact Name: _____

Address: _____

Phone: _____

Email: _____

PLEASE SPECIFY YOUR BUSINESS OR CRAFT (HOME BUSINESS - MaryKay, Silpada, LuLaRoe, etc.)
CRAFT ITEMS - Please specify the type of item you will be selling , this helps us place you in the best location.

EVENT INFORMATION

Make checks payable to:

The King's Christian Academy

20738 Point Lookout Road

Callaway, MD 20620

Date of Event: November 3, 2018

Market Hours: 12 - 6 p.m.

Set-up: Saturday, 9 - 10:30 a.m.

Take down begins at 6:15 p.m.

Phone: 301-994-3080

Tent/tables/chairs are NOT
provided

CRAFT / VENDOR FAIR LOCATION

The craft & vendor fair will be held at the KCA Campus! All spaces will be outside with the carnival. T-Bone and Heather from Star 98.3 will be doing their live broadcast at the carnival from 2 - 4 p.m.

EVENT RULES

Spots are selected when payment is made, first come, first choice. You may visit the Public Relations Office at KCA to select a particular location of your choice. No refunds. All trash must be removed from your space when you leave. In order to be considerate to other vendors, please consider unloading and moving your vehicle to the designated parking area before beginning your set-up. Set-up must be completed by 10:30 a.m.

AGREEMENT

YES! I wish to participate in the Vendor / Craft Show I understand and agree with the rules. I may visit the Development Office at KCA to select my space. Otherwise, I will be assigned an available space in our designated area.

I would like to apply for a space at the event.

Exhibit Space: 10 x 10 - # of spaces needed _____ (\$30 per space) Total _____

Do you need electricy? (spaces with electricity are very limited) _____ Yes _____ No

Name (Signed): _____ Date: _____

FOR OFFICE USE ONLY:

VENDOR SPOT ASSIGNED _____