



**2015 GUTHRIE EMPLOYEE HOLIDAY  
CRAFT SHOW  
DECEMBER 6<sup>TH</sup>, 2015**

The Guthrie Robert Packer Hospital Auxiliary is excited to host the 2015 Employee Holiday Craft Show and invites all employees, retirees and immediate family members to participate Sunday December 6th, from 10 am until 3 pm on Guthrie's Sayre campus.

This is a great opportunity for artisans and crafters of **handmade goods** to have their talents and unique skills highlighted and promoted within the Guthrie organization and the local community! Vendor spaces will be reserved on a first come / first serve basis, and will be located in the Clinic Atrium, up the first three concourses and along the east hallway leading towards the "A" elevators. A Chinese auction will also be held and each vendor will be given 5 complimentary entries for the auction.

The craft show's main focus is to showcase handmade goods. At this time, applications will not be accepted from "direct sellers" (Pampered Chef, Plexus, etc. and from sellers who are employees, but are not selling handmade items of their own). After the October 23 application deadline, and **if there are spaces available**, a notice will be posted via Friday Facts stating that spaces are available and that applications will be accepted on a first come basis.

Vendors must supply their own tables and chairs and will be provided with one 8 foot space. Guthrie does have a very limited number of tables and chairs available for use so please note in the "special requests" section of the application if you need them. Requests for tables will also be on a first come basis and are not guaranteed so please be sure that if you need a table, your application is sent in as early as possible. Please be aware that if your table is placed on one of the concourses or up the east hallway, your table will be placed against a wall so that your chairs will need to be on each end. This will ensure adequate traffic flow and will also enable you to interact more closely with your customers.

Applications must be filled out **completely** and submitted no later than Friday, October 23<sup>rd</sup>. **Incomplete applications will be returned.** A confirmation regarding your vendor space will be sent the week of November 9th.

Each vendor space is \$20 with a two space limit. All proceeds will be distributed between the Guthrie Robert Packer Hospital Auxiliary and The Guthrie Clinic Mark Stensager Human Services Fund. Your fee will help to support, fund and advance projects crucial to Guthrie's patients, employees and the surrounding community.

Again, please fill out the application completely. Note that there is a "yes" or "no" option to donate an item for the Chinese auction. This is greatly appreciated but not a requirement.

Below are the requirements for all participating vendors:

1. Vendors must be Guthrie employees, retirees or an immediate family member of a Guthrie employee.
2. Vendors must remain set up for the entire craft show unless the vendor is sold out.
3. Vendors must stay within his/her designated area (cannot set up in the aisles, etc.).
4. Use of wall space is prohibited.
5. Vendors must remove all supplies, containers, and any trash at the end of the craft show.
6. Vendors may begin setting up at 7 am on December 6th, and must be ready to operate by 10 am.
7. Payment must accompany the completed application when submitted. Please make checks payable to the **Robert Packer Hospital Auxiliary**. ***There will be no refunds and a \$35 fee for returned checks.***

If you have questions or need additional information or applications, please contact either Suzanne Storelli at 570-887-2523 or via e-mail at storelli\_suzanne@guthrie.org.



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Application Deadline - October 23<sup>rd</sup>, 2015**

Employee \_\_\_\_\_ Retiree \_\_\_\_\_ Family Member \_\_\_\_\_

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

Vending As (Optional): \_\_\_\_\_

Direct Seller (Plexus, Tupperware, etc / Items you do not make personally)? Yes No

Family Member's Name and Relation \_\_\_\_\_

Guthrie Entity \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

# Of Spaces Needed: 1- (\$20) \_\_\_\_\_ 2- (\$40) \_\_\_\_\_

Need Electric: Yes \_\_\_\_\_ No \_\_\_\_\_

Please provide a detailed description of the goods or services that you will be offering \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Special Requests (Not Guaranteed): \_\_\_\_\_

Are You Able To Donate An Item For The Chinese Auction? (Please Circle) YES NO

Please complete this application and enclose a check or money order payable to the "Guthrie/Robert Packer Hospital Auxiliary" and return by October 23rd to:

Suzanne Storelli  
The Connection Gift Shop  
Robert Packer Hospital  
One Guthrie Square  
Sayre, PA 18840