

**St. Mark's  
Catholic Church**



July 15, 2013

Dear Youth Ministry Supporter,

St. Mark's Catholic Church will be conducting our ninth annual **Craft Fair and Business Expo** on Sunday, September 8<sup>th</sup>, 8:00 a.m. to 2:00 p.m. This is an excellent opportunity for you to showcase your business, whether it is a service, sales, or craft business. All funds received will be used for youth events, particularly mission trips and participation in the bi-annual National Catholic Youth Conference.

Please see the attached document for all the information you need regarding registration. In addition to the booth fee, we ask each exhibitor to donate an item or service (value of at least \$10) for a raffle to be conducted at the end of the expo. Turn in raffle items before or during set-up on Saturday, September 7<sup>th</sup>.

If you're able to support our youth through this event, please return your registration form and payment as soon as possible. This year's Expo will be in our Large Hall and Small Hall downstairs due to current renovation work. **Booth spaces will be assigned by the order in which we receive these forms.** If you have any questions or need additional information, please contact Charlotte Davis at (816) 285-8360 or Deacon Ken Fuenfhausen at (816) 285-8361, or via email at [cdavis@stmarksparish.com](mailto:cdavis@stmarksparish.com) or [kfuenfhausen@stmarksparish.com](mailto:kfuenfhausen@stmarksparish.com).

Sincerely,

Charlotte Davis  
Administrative Assistant – Youth Ministry

Deacon Ken Fuenfhausen  
Director of Youth Ministry

# St. Mark the Evangelist Catholic Church

## 9<sup>th</sup> Annual Craft Show and Business Expo

Sunday, September 8, 8:00 a.m. – 2:00 p.m.

### Show Details

- Entry Fee: \$50 for a booth space only  
OR  
\$60 for a booth space and a 8' table  
  
\$5 extra for an electrical outlet  
  
**Add \$5 if registration is received after August 20**
- Booth Size: 6' deep x 10' wide
- Booth Includes: Two chairs  
Exhibitors are welcome to bring your own equipment, displays, tables, etc.
- Booth Location: Assigned in the order in which we receive the Registration Forms  
This year's Expo will be held downstairs in both the Large and Small Halls
- Set-up: Saturday, September 7, 12:00 p.m. – 5:00 p.m.

### Show Marketing

- Advertising: St. Mark's newsletters, bulletins and announcements at weekend Masses  
Local newspapers including the Independence & Blue Springs Examiner, Lee's Summit Journal, Raytown Post.  
The Catholic Key  
Local bulletins  
Craigslist
- Street Signage: One week prior to event

### Additional Information

- Please check-in with Charlotte or Ken when you arrive for booth assignment.
- Youth will be available on Saturday to help unload your car & Sunday to help load any leftover items.
- Youth will be selling food and refreshments items during the expo.
- Booths must be ready for operation by 8:00 a.m. on Sunday, September 8 and stay up until 2:00 p.m. Someone should be present at your booth during these times.
- Exhibitors may not attach any portion of their display to walls, windows or other permanent structure of the building.
- St. Mark's will not be responsible for any damage or loss to displays or items, business or personal. Volunteer staff will be on-site for assistance during the times the building is open. After hours, the building will be locked.

If you would like to participate in the 2013 show, please complete the attached form and return it to the enclosed address with a non-refundable deposit of \$25 by August 20th. The remaining balance must be received by September 1<sup>st</sup>.

If you have questions, please contact Charlotte Davis or Ken Fuenfhausen at 816-285-8360 or via e-mail @ [cdavis@stmarksparish.com](mailto:cdavis@stmarksparish.com) or [kfuenfhausen@stmarksparish.com](mailto:kfuenfhausen@stmarksparish.com). Additionally, if you need additional registration forms or letters, you may access copies on our web site at [www.stmarksparish.com](http://www.stmarksparish.com).

**All proceeds benefit the St. Mark's Youth Ministry**

# St. Mark the Evangelist Catholic Church 9<sup>th</sup> Annual Craft Show and Business Expo

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

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

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

City, State, Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

# of 6' deep x 10' wide Booth only Spaces (\$50 ea):      1      2      3      other \_\_\_\_\_

# of 6' deep x 10' wide Booth with 8' Table Spaces (\$60 ea):      1      2      3      other \_\_\_\_\_

Access to Electrical Outlets (\$5 extra):      1      (Please bring your own extension cord)

Deposit made before August 20, 2013 (If no, add \$5)      yes/no

Returning vendor

New Vendor

Description of Merchandise (please be specific): \_\_\_\_\_

Raffle item/service to be donated (value of at least \$10, please) \_\_\_\_\_

**Please mail completed form and \$25 non-refundable deposit to:**

St. Mark the Evangelist Catholic Church

Attn: Charlotte Davis

3736 S. Lee's Summit Rd.

Independence, MO 64055

816-285-8360

cdavis@stmarksparish.com

For Office Use Only

Application Date: \_\_\_\_\_

Booth # Assigned: \_\_\_\_\_

Deposit: \_\_\_\_\_ Ck# \_\_\_\_\_

Balance: \_\_\_\_\_ Ck# \_\_\_\_\_

Application # \_\_\_\_\_