

HOLIDAY CRAFT SHOW

**Sponsored by Ladies Auxiliary of the
Townsend Fire Company, Inc.
Station 26**

Dear Sir/Madam,

The Ladies Auxiliary of the Townsend Fire Company, Inc., invite you to join us at our Holiday Craft Show being held on Saturday, November 12th, 2011, from 8:00 a.m. –1:00 p.m. at the Townsend Fire Company, Main Street, Townsend, Delaware. The Craft Show will be held in our Engine Bay.

Due to limited tables and space, we ask that you return your registration form and table(s) fee as soon as possible. Table assignments will be based on our policy of first come/first serve. The table fee is \$15.00 per table; each additional table is \$10.00 (with a limit of 3 tables per person). There will be a fee for any checks returned.

The Ladies Auxiliary will be selling delicious baked goods, lunch items and beverages all day. There will also be dumplings and soup for sale by the quart and pint. We will be having a 50/50 raffle, tickets are \$1.00 each, and drawing will be held at 1:00 p.m.

Enclosed is the Registration Form and Guidelines, please take time to review the guidelines. If you have any questions, please contact me by email ellengreene@verizon.net or 302-354-2689. If you reach the answering machine, please leave a message and I will get back to you as soon as I am available to do so.

HOPE TO SEE YOU ON NOVEMBER 12TH!!!

Sincerely,

Ellen Greene
Chairperson

Enclosures



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*****GUIDELINES*****

1. Doors will open at 6:30 a.m. for vendors to set up. Please have your displays set up prior to 8:00 a.m.
2. Auxiliary will provide the table(s) and chairs for vendors. The size of the tables is 3 feet (wide) x 8 feet (long).
3. Auxiliary will have assigned tables set up; however, vendors are responsible for the set-up and clean up of their displays. Please do not begin packing up your display until after 1:00 p.m.
4. If you will be using a tablecloth drape it in a safe manner.
5. Auxiliary will provide electric (limited availability) (please specify on Registration Form); however, vendors must bring their own extension cords.
6. Please keep all extra materials stored within your space(s).
7. Vendors are responsible for providing their money exchange.
8. Auxiliary will be responsible for advertising the Craft Show. Advertising will be placed in area newspapers and announced on local radio stations. Also, flyers will be distributed throughout the community. Individual advertising may be done if desired; however, bills incurred are the responsibility of the vendor and not the Auxiliary.
9. No refunds will be given four weeks prior to the craft show.
10. Townsend Fire Company and Ladies Auxiliary will not be responsible for any items damaged, lost or stolen.
11. Vendors are not to sell any raffle tickets or 50/50 tickets!

WHEN IN DOUBT, PLEASE ASK!!!

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*****REGISTRATION FORM*****

NAME: _____

ADDRESS: _____

HOME PHONE #: _____ CELL #: _____

EMAIL ADDRESS: _____

NUMBER OF TABLES (Please circle):

1 for \$15.00

2 for \$25.00

3 for \$35.00

IF YOU DO NOT NEED TABLES, PLEASE INDICATE HOW MANY _____

ELECTRICAL OUTLET (For Display Only): YES or NO

(Electrical outlets are not guaranteed and are limited and will be based on the application process – first come, first serve. You will be notified if electric will NOT be available. Please bring your own extension cords.)

DESCRIPTION OF ITEMS YOU WILL BE SELLING:

Please send Registration Form and Check (made payable to Townsend Ladies Auxiliary)
to:

Ellen Greene
C/O TLA Holiday Craft Show
P.O. Box 85
Townsend, DE 19734

Craft Show 11/12/11