



# Holy Spirit Catholic Church

1800 S.W. State Route 150 ▪ Lee's Summit, Missouri 64082

[www.holyspiritmo.org](http://www.holyspiritmo.org)

Office (816) 537-6990 ▪ Fax (816) 272-6291

May 25, 2019

Dear Participant,

The women of Holy Spirit invite you to join our 17th annual craft and gift sale. We are excited about our upcoming October Marketplace and attendance seems to grow a little more each year.

The October Marketplace will be hosted from 9 a.m. to 4 p.m. Saturday, Oct. 19, 2019, at Holy Spirit Catholic Church, 1800 SW State Route 150 in Lee's Summit. We have booth space for 47 vendors in the gym and five in the hallway outside the gym. We accept applications on a first come, first serve basis with payment. The past several years we have filled all booths by early August, so if you want to be assured a booth, we encourage you to mail your application early, even if you are a returning vendor. You will receive a confirmation letter once we receive your application.

Enclosed you will find a booth rental form with added details. This year we have an early bird rental fee. All applications returned by Aug. 31, 2019, will have a \$50 booth rental fee. All applications received after Sept. 1, 2019, will have a \$55 booth rental fee.

We have over 200 vendors on our mailing list. If you are receiving this and no longer wish to be on our list, please contact us using the information at the bottom of this letter. We also can send this via email to help defray some of our expenses in postage. If you would like this packet next year via email, please let us know that as well.

We will be advertising for this event in many local church bulletins and will have several signs around Lee's Summit in order to attract more shoppers. We also have our event listed on a couple of craft websites. We have a Facebook page as well at [www.facebook.com/octobermarketplace](http://www.facebook.com/octobermarketplace). Check out some of the many pictures we have from last year's event.

We hope you will be able to join us for October Marketplace 2019. If you have any questions, please don't hesitate to contact us. We look forward to seeing you in October!

Sincerely,

Ann Cooke  
816-225-5872 (cell)  
[acooke4432@att.net](mailto:acooke4432@att.net) (email)

## GENERAL INFORMATION:

- **Make checks payable to Marketplace.** No registrations will be accepted without payment. Your cancelled check is your receipt. We will limit the number of vendors selling the same type of merchandise. Applications will be honored on a first come first serve basis.
- Bring your own extension cord/power strip if you have paid for use of an outlet.
- Exhibitors are welcome to bring your own equipment, displays, tables, etc. – folding metal chairs will be supplied. Tables must be covered to the floor with storage items hidden from view. State tax charts are available at the Missouri Department of Revenue website.
- Exhibitors must set-up and stay within their designated booth space or you will be charged for additional space.
- Exhibitors may not attach any portion of their display to walls, windows or other permanent structure of the building.
- Holy Spirit 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.
- Children must be supervised at all times. Please do not allow children with you to wander the building. No running allowed. No pets allowed.
- No Smoking will be permitted inside the building.
- We will be selling food and refreshment items during the expo/fair.
- Booths must be ready for operation by 9:00 a.m. on Saturday, October 19<sup>th</sup>. Plan to have your booth "manned" at all times during the sale.
- Exhibitors must check in with volunteer staff for booth assignment prior to unloading and setting up. Set up is Friday Oct 18<sup>th</sup> from 4:30 – 7:30 p.m. and starting at 7:00 a.m. on Saturday.
- As this is a fundraiser for a specific project, no refunds will be given without review by our committee. However, if you have a need to cancel, it would be appreciated if you do so by calling Ann Cooke at 816-225-5872 (cell).
- Over the past several years the Marketplace booth rental revenues have paid for over 100 turkeys donated to the Lee's Summit Social Services at Thanksgiving. Thank you for supporting this event and know that your paid booth rental supports local people in need!

Holy Spirit Catholic Church  
October Marketplace

Return to: October Marketplace  
1800 SW 150 Hwy  
Lee's Summit, MO 64082

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

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

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

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

Phone (home): \_\_\_\_\_ (work) \_\_\_\_\_ (cell) \_\_\_\_\_

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

Description of business or items to be displayed or sold: \_\_\_\_\_

\_\_\_\_\_

(Samples of business: Insurance agency, Tupperware, Home Interiors, Creative Memories, Photography, Real Estate, local restaurants and businesses, home-made craft items, jewelry, baskets, etc.)

Brand Name of product sold (if any): \_\_\_\_\_

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

**Fees:**

\_\_\_\_\_ Number of 8' x 10' booth spaces requested @ \$50 ea. = \$ \_\_\_\_\_  
(after September 1, 2019 the fee will be \$55) \$ \_\_\_\_\_

\_\_\_\_\_ Yes, I need a 8' table \_\_\_\_\_ no charge

\_\_\_\_\_ Limit of one – electrical outlet requested @ \$5 = \$ \_\_\_\_\_  
(if you need electric and have more than one booth you will need to pay \$5 electric fee for each booth)

**Total amount due: \$** \_\_\_\_\_

**Make check payable to: Marketplace**