

May 25, 2018

Dear Participant,

The Women of Holy Spirit would like to invite you to join our 14th Annual Craft and Gift Sale. We are excited about our upcoming annual show. It seems to grow a little more each year in attendance. The church is located at 1800 SW 150 Highway, Lee's Summit, Missouri. The **October Marketplace** will be held on Saturday, October 20, 2018 from 9:00 am to 4:00 pm. We have booth space for 46 vendors.

Enclosed you will find a booth rental form with added details. This year we have an early bird rental fee. All applications returned by August 31, 2018 will have a \$50 booth rental fee. All applications received after September 1, 2018 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 contact 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 the area in order to attract more shoppers. We also have our event listed on a couple craft websites. We have set up a facebook page as well at www.facebook.com/octobermarketplace. Check out some of the many pictures we have from the past year's event. We hope that you will be able to join us for our October Marketplace. 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 (email)

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, 2018 the fee will be \$55) \$ _____

_____ Yes, I need a 8' table no charge

_____ Limit of one – electrical outlet requested @ \$5 = \$ _____

Total amount due: \$ _____

Make check payable to Marketplace

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. 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 19th 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!