

**Welcome to Charlton United Methodist Church's
Christmas Crafts and Café Vendor Event
November 11th, 2023**

Overview

The fifth annual Charlton Church Christmas Craft Show and Café event will be held on Saturday, November 11, 2023 from 9 AM - 2 PM. The show is held indoors on the main level of the church. Vendors will set up in the gym and in the lobby. There is handicapped access at both main doors.

The show will include around 20 vendors with Charlton Church hosting a café, bake sale, and Christmas Shoppe. Admission and parking are free. **Charlton United Methodist Church is located at 5920 Jonestown Road Harrisburg, PA 17112--** just off the Paxtonia exit on I-81. Go to <http://www.charltonchurch.org> for detailed directions to the church.

Merchandise

We are looking for crafters who make handcrafted and unique items. To maintain the quality of the items offered at the show, we reserve the right to refuse flea market merchandise, franchise, or commercially made items. We are looking for diversity across crafters and will limit the number of crafters selling the same type of item. Only one third of the total vendor slots will be available to consultants of Muti-Level Marketing (MLM) companies.

Vendor Spaces and Fees

*New pricing (non-refundable):

Charlton Church Members: \$35

Returning Vendors: \$40

New Vendors: \$45

Most of the spaces measure 8' x 8' while some are longer, thinner, etc. All spaces will be clearly marked. Displays **MUST** be kept within the vendor space rented. 8' tables may be rented for **\$5** each. Tables need to be rented prior to the show. **To qualify for the returning vendor price, you must complete and submit the application and provide payment to hold your space by July 30, 2023.**

Setup and Breakdown

The church will be open for vendors to set up on Friday, November 10th from 4-7 PM. Overnight, the church will be locked. If you are not comfortable leaving your items in the church overnight, the church will be open on Saturday morning at 7 AM for setup. All vendors must be completely set up and ready for customers by 8:45 AM. Vendors may pull up to the curb to unload their items; however, all vendors must park offsite before the event begins.

Volunteers will be available to assist in unloading your vehicle and to help you transport your merchandise to your assigned space. **DO NOT** mount tape, pushpins or nail anything to the walls or doorways. Breakdown will begin no earlier than 2 PM. Volunteers will again be available to assist you in loading your vehicle.

Charlton United Methodist Church is not responsible for lost, damaged, or stolen items, or personal injury. By completing the registration application, you are acknowledging this and release said party from all liabilities.

Advertising

In order to ensure this event is a success, we will be advertising on social media, local newspapers, and community bulletin boards. The church will also advertise on their front marquee, on their website, and in the weekly bulletin. We expect all vendors to share the event on their business pages and social media accounts one to two weeks in advance.

Concessions

The Charlton Café will have breakfast, snack, and lunch items for sale. We will have order forms available so vendors can purchase from the café without leaving their booth. The café will also provide coffee for vendors in the morning.

The deadline for returning vendor applications is **July 30th, 2023**. All other applications must be in by **August 31st, 2023**.

Please review the following form carefully, complete the application in it's entirety, and send to the address below. You may make checks payable to Charlton Church.

Mail the application to:

Attn: Craft Show
Charlton Church 5920
Jonestown Road
Harrisburg, PA 17112

If you have any questions please email them to Sharon Snyder at: craftshow@charltonchurch.org

Vendor Application Form

Saturday, November 11th, 2023 (9 AM – 2 PM)

Name: _____

Address: _____

Phone Number: _____

Email Address: _____

Description of Your Craft: _____

Average Price Point: _____

Number of Space(s): _____ @ \$35 (Charlton Church Member)

_____ @ \$40 (returning vendor paying prior to July 30th)

_____ @ \$45.00 (regular/new vendor)

Number of 8ft. Table(s): _____ @ \$5.00 each

Will you need electrical access? _____ (yes or no)

Total: _____

I, _____, have read and agree to the terms and conditions listed in this information packet. I will not hold Charlton United Methodist Church responsible for lost, damaged, or stolen items, or personal injury. I acknowledge that my spot in this event will not be reserved until my total payment is received. I release Charlton Church from any and all claims or causes of action on account of any injury caused by use of the facilities at Charlton. I, the vendor, shall indemnify and save harmless Charlton for any claims made against Vendor regarding any conduct or product causing injury to any and all persons attending said event.

Signature

Date