

**Gerry No. 5 Veteran Fireman's Association Annual Craft Fair**  
**Saturday, November 18, 2023**

**SELLER APPLICATION (Returning or Member)**

**All blanks must be filled in – please print!**

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

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

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

Primary Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

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

**Description of Goods (Please describe your items in detail.)** \_\_\_\_\_

Number of tables required \_\_\_\_\_ x \$45.00 = \_\_\_\_\_ **(do not fill in if bringing your own table(s))**

Number of spaces required \_\_\_\_\_ x \$45.00 = \_\_\_\_\_ **(only if bringing own table(s))**

Total Amount Due: \$ \_\_\_\_\_ *Checks payable to Gerry 5 VFA ( cash, Discover, Mastercard or Visa)*

**Payment is non-refundable**

Special Requests: \_\_\_\_\_

How would you like to be listed in advertising? \_\_\_\_\_ Your Name or \_\_\_\_\_ Business Name

Seller agrees that Gerry 5 VFA shall not be liable for any loss, theft, personal injury, property damage, or other liability arising from the Craft Fair.

I release the Gerry 5 VFA, members and employees, from any claim for damage or loss of any kind that my product(s) may inflict upon any patron or fellow seller.

I certify the items are appropriate for sale as described in the guidelines (see back). The Gerry 5 VFA RESERVES THE RIGHT TO REJECT ANY ITEMS FOR SALE OR REFUSE ENTRY WITH NO REFUND IF THE REQUIREMENTS HAVE NOT BEEN MET.

I have read and agree to the crafter / vendor guidelines.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Gerry 5 VFA Craft Fair CONTACT:

Kathy Tankersley Bernier

[ziggyii@comcast.net](mailto:ziggyii@comcast.net) or [gerry5vfa@yahoo.com](mailto:gerry5vfa@yahoo.com)

978-741-4712

**PAYMENT IS DUE AT TIME OF APPLICATION! APPLICATION DEADLINE IS September 20, 2023.** Mail or drop off Registration Form and payment in envelope: Gerry 5 VFA, 210 Beacon Street, Marblehead, MA 01945 Attn: Kathy Tankersley Bernier

For Gerry 5 VFA USE ONLY:

Check / Cash / Money Order/Credit Card Check / MO # \_\_\_\_\_ Amount Received \$ \_\_\_\_\_

Date Received \_\_\_\_\_ Confirmation Sent \_\_\_\_\_

## **SELLER GUIDELINES**

II Craft Fair spaces will be set-up in the Function Hall and include two chairs and one 8-foot table or the same size space if sellers are bringing their own table.

1. Please bring your own electrical cords. Notify the Gerry 5 VFA in advance if electrical is required. Cords must be placed in such a manner as not to be a safety hazard.
2. **Applications will be accepted on a first-come basis. Vendors will receive a confirmation notice via e-mail.**
3. We request that tables be manned by adults only.
4. Each seller is responsible for his / her display and items for sale.
5. We ask that your space be neat, clean, and free from visible overflow merchandise.
6. Once spaces have been assigned, moving will not be permitted unless absolutely necessary. Spaces are assigned systematically, any rearranging or relocating causes problems to other vendors.
7. Please be prepared for business with bags and adequate change. The Gerry 5 VFA will not be responsible for providing change.
8. Sellers are responsible for removing all unsold items from the premises at the end of the sale. Any unwanted unsold items may **not** be left or disposed of at the Gerry 5 VFA.
9. Applicants who find they cannot participate should notify Kathy Tankersley Bernier as soon as possible. We regret that no refunds will be given.

### **ENTRY REQUIREMENTS**

- Complete and sign application. Submit application and fee. Keep a copy of the guideline.
- IF NO EMAIL IS AVAILABLE, enclose a letter size, self-addressed, stamped envelope for your acceptance notification
- Applications will be taken until all spaces are full then you may be waitlisted if you wish. You will be notified.

**HOURS:** Set-up time is available on Saturday, 7:30 – 9:00 am. There will be a space to unload your car close to the craft fair spaces **but parking will be located across the street on Beacon**. Craft Fair sale hours are 9:00 am until 2:00 pm. Vendors must be ready to sell at 9:00 am. **Last sale is at 2:00 p.m.** Displays/tables must be broken down and completely removed from the Function Hall by **3:00 p.m.** All vendors are responsible for removing their own displays.

**ADVERTISING:** The Gerry 5 VFA will provide publicity in the local area via flyers, newspapers, web site, and other means. Sellers are encouraged to advertise the Craft Fair in their local area with the flyer supplied by Gerry 5 or via Facebook and other social media tools. Permission is granted to use our flyers. Any costs incurred are the vendors' responsibility.

### **CRAFT FAIR SALE LAYOUT:**

If you have email access, you will be notified via email of the Craft Fair space layout no later than the week of the event. Any materials depicting the layout of the craft show are not drawn to scale.

**FOOD & BEVERAGES** – Water will be available near the kitchen area. Light breakfast items and beverages will be available for sale to sellers as well as shoppers. Lunch will be served starting at Noon by K/C2 – our in-house caterer. Please police yourselves and dispose of containers properly. Thank you!