



**PO Box 706 Summersville, WV 26651**

**304-872-3722 [www.summersvillearena.com](http://www.summersvillearena.com)**

September 15, 2025

Dear Vendor,

We are excited to announce that we are now taking applications for our 2025 Holiday Craft Extravaganza, to be held at the Summersville Arena & Conference Center on **Friday and Saturday, November 21-22, 2023**. Friday's hours will be 4:00 pm-9:00 pm, and Saturday will be 9:00 am-4:00 pm. Enclosed, you will find an application outlining the event and the fees. The deadline for application and payment is November 7, 2025.

Some important information:

- Deadline for the application and fees is November 7, 2025
- Booth reservations are on a first-come basis
- We will only be taking **one vendor per direct sales business**, such as Scentsy, Pampered Chef, Tastefully Simple, Mary Kay, etc.
- **Also, this year, craft vendors must have handmade craft items, no mass-manufactured resale items.**
- **You will receive an email or letter notifying you that your application has been accepted**
- Each booth is 10'x10' and will contain an 8ft table and 2 chairs
- If you need electricity, please mark the application in the appropriate box
- **Set up time is Thursday, November 20, 5 pm-7 pm, and Friday, November 21, 8 am-4 pm.**
- There will be a name on the table in each booth designating the vendor space
- Doors will open for shoppers on Friday, November 21, at 4:00 pm and Saturday, November 22, at 9:00 am.
- **Vendors must be present at their booths both days**
- All vendors must begin packing their booths at 4:00 pm immediately following the show on Saturday
- Concessions will be available
- Please consider donating a door prize for the show. These will be given throughout the two-day show. Include a business card with your door prize.

- Admission to the show is an optional monetary donation to the Summersville Christmas Store or a non-perishable food item for the St. John's Catholic Church Food Pantry.

We look forward to your participation in the 2025 Holiday Extravaganza. If you have any questions, please email Marianne at [arena@summersvillewv.org](mailto:arena@summersvillewv.org) or Rebecca [rfriend@summersvillewv.org](mailto:rfriend@summersvillewv.org) or call 304-872-3722 or 304-669-2973.

Sincerely,

*Marianne*

Marianne Taylor

Executive Director

Summersville Arena & Conference Center