



43 Main Street
Danbury, Connecticut 06810
203.743.5200
www.danburymuseum.org

June 12, 2017

Dear Friend,

The Danbury Museum and Historical Society would like to invite you to participate in our ninth annual Holiday Shoppe & Craft Fair. This event will run from Saturday, November 25, 2017 through Saturday, December 23, 2017 in Huntington Hall, our exhibit space, at 43 Main Street in Danbury.

The DMHS is pleased to offer you, and a select number of regional vendors, an opportunity to showcase your crafts and fine goods for sale to the public. Participating vendors are required to set up their items on Monday, November 20 or Tuesday, November 21 between 10 a.m. and 4 p.m.

The MANDATORY pick up dates for any remaining items are Thursday, December 28 through Friday, December 29, 2017 between 10 a.m. and 3 p.m. All items MUST be picked up no later than Friday, December 29, 2017.

The museum has 18 exhibit cases and 15 tables available which will fill the hall to capacity for this year's event. Cases and tables will be reserved on a first-come, first-served basis and payment is required when submitting your application in order to hold your case or table.

The cost to participate is \$200 per exhibit case or \$200 per table display. Depending on your inventory, you may choose one or the other, one of each....the choice is yours!

In addition to the vendor fee, we kindly ask and require each participating vendor to donate an item to the Friends of The Danbury Museum & Historical Society. Your donated item will be used for the Danbury Museum's Hat City Ball Silent Auction in January 2018.

Each vendor is required to provide a complete inventory list during set-up. Each item on your inventory list must have its own tag with your name or initials, the item number to correspond with your inventory sheet and the price clearly marked. An inventory form, instructions and sample tag will be provided to vendors upon receiving your registration and payment for space.

Vendors are free to drop in and replenish stock as needed. An updated inventory list will need to be provided if items are added or removed from your display.

**Here are some of the benefits of participating in the
Danbury Museum's 2017 Holiday Shoppe & Craft Fair**

- ¥ The museum and Holiday Shoppe will be open six days per week, Monday through Saturday from 10:00 a.m. to 4:00 p.m.
- ¥ The vendor space is offered at a VERY reasonable rate... less than \$10/day during our busy, holiday season! Your items will be on display and sold for 24 festive days here at the museum.
- ¥ The vendor fee includes all marketing and advertising through DMHS print, online and social media outlets.
- ¥ You will be compensated for the full amount of each item sold. We take no commission on sales.
- ¥ We will be hosting events every Saturday in December throughout the Holiday Shoppe that will draw more shoppers to the museum.
- ¥ The DMHS staff and volunteers manage the sale. No need to be on site each day, unless you choose to do so.
- ¥ Our bookkeeper will provide sales reports by end of week. If you're interested in sales activity, feel free to email info@danburymuseum.org or phone the museum to inquire...but wait until Friday morning, please.
- ¥ A final reconciliation and payment for all sales will be issued at the end of January.

If you would like to participate in this event, please return the attached form, along with your payment to reserve your space.

If you would like more information or to visit the space, please call 203.743.5200 and ask to speak with Brigid.

Thank you!

Brigid Guertin

Executive Director DMHSA Board Member, FDMHSA

Danbury Museum & Historical Society

2017 Holiday Shoppe & Craft Fair

VENDOR REGISTRATION FORM

Name: _____

Address: _____

E-Mail: _____

Telephone #: _____

Website: _____

Facebook Page: _____

If available, please attach your business card.

Please provide a brief description of items to be sold:

I would like to reserve the following for my display:

Exhibit Case @ \$200.00/ea. Qty: _____ Total Fee: _____

Table @ \$200.00/ea. Qty: _____ Total Fee: _____

Item donated for the 2018 Hat City Ball Silent Auction: _____

I understand that the set up date for my display will be Monday, November 20, 2017 or Tuesday, November 21, 2017 between the hours of 10 a.m. and 4 p.m.

I also understand that the MANDATORY pick up of my display items will start on Thursday, December 28th. All items MUST be picked up by Friday, December 29th. Please plan to pick up between the hours of 10 a.m. and 3 p.m.