

# DM | DANBURY MUSEUM & HISTORICAL SOCIETY

October 2019

The Danbury Museum and Historical Society would like to invite you to participate in our 11th annual Holiday Shoppe & Craft Fair. This event will run from Saturday, November 30, 2019, through Saturday, December 21, 2019, in the museum's Huntington Hall at 43 Main Street in Danbury.

Participating vendors are required to set up their items on Monday, November 25 or Tuesday, November 26, between 10 and 4.

The MANDATORY pick up dates for any remaining items are Saturday, December 21 from 4 pm to 6 pm, or Monday, December 23, between 10 am and 3 pm. All items MUST be picked up no later than Monday, December 23, 2019.

The museum has 18 exhibit cases and 15 tables available; cases and tables will be reserved on a first-come, first-served basis. This year there is no upfront fee—all the items sold will be split 50/50 between vendors and the Danbury Museum, so please price your items accordingly.

We do require each participating vendor to donate an item to the Friends of The Danbury Museum & Historical Society to be used for the Danbury Museum's Hat City Ball fundraiser on January 24, 2020. These items must be supplied at the time of set up.

All vendors are required to provide a complete inventory list, and 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. 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 2019 Holiday Shoppe & Craft Fair**

- ¥ The Holiday Shoppe is open Tuesday through Saturday, from 10 am to 4 pm.
- ¥ The Danbury Museum will provide marketing and advertising through our multiple social media platforms—Facebook, Instagram, and Twitter.
- ¥ You will be compensated for 50% of each item sold. We take a 50% commission on sales.
- ¥ The DMHS staff manages the sales of the items, so there's no need to be on site each day.
- ¥ We can provide sales reports each Monday. If you're interested in sales activity, feel free to email [danburymhsa@gmail.com](mailto:danburymhsa@gmail.com) or phone the museum to inquire, but please wait until Monday afternoon.
- ¥ A final reconciliation and payment for all sales will be issued by the end of January.

If you would like to participate in this event, please return the attached form.

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

*Danbury Museum & Historical Society*

*2019 Holiday Shoppe & Craft Fair*

VENDOR REGISTRATION FORM

Name: \_\_\_\_\_

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

E-Mail: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Website/Instagram/ Twitter :  
\_\_\_\_\_

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 Qty: \_\_\_\_\_

Table Qty: \_\_\_\_\_

Item donated for the 2020 Hat City Ball Silent Auction:

\_\_\_\_\_

I understand that the set up date for my display will be Monday, November 25, 2019 or Tuesday, November 26, 2019 between the hours of 10 a.m. and 4 p.m.

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