



7722 Moeller Road
Ft. Wayne, IN 46806-1664
260-749-9758

Dear Crafter,

On behalf of the Lifeway Ladies Ministry Craft Show Committee, we are so excited to invite you to participate in this year's annual, "Holiday Craft Bazaar & Cookie Walk," held **Saturday, December 3rd from 8:30 am-2:30 pm**. We hope you will plan to participate and help make this year a success! Please return your registration form and payment as soon as possible as there are a limited number of exhibitors that can be accommodated. We accept cash, check – made payable to Lifeway Ladies Ministry, money order or online payment via our church website <https://www.lifewaychurch.co/give.html> - (Select Ladies Ministry pull tab). Cost of booth space or a table is available for \$35. We've enclosed a Space/Table Rental Information sheet, Reservation Form, and a copy of our layout. The highest compliment we receive is you referring us to your vendor friends. Please feel free to share this information with any other crafters that you know who might be interested so they can contact us. We are always on the search for new types of handmade items.

Your confirmation will be emailed to you when your reservation is received. If you prefer a mailed confirmation, please include a self-addressed stamped envelope with your application. Information about our show can be obtained by viewing our church website (lifewaychurch.co) or on our Facebook page. Look for us under "Lifeway Craft Bazaar & Cookie Walk."

If you have any questions, please don't hesitate to contact us via e-mail at loftcraftbazaar@gmail.com or by calling our Lifeway Church Office at (260) 749-9758.

We look forward to hearing from you and hope to see you on December 3rd!

Warmest regards,

Ladies Ministry Craft Show Committee
loftcraftbazaar@gmail.com

enclosures

Space/Table Rental Information Sheet

HOURS: Advertised show hours will be from 8:30 am to 2:30 pm. Please have your display ready by 8:15 am. Doors will open promptly at 8:30 am for patrons.

SET-UP/TEAR-DOWN: The building will be open Friday night for set up from 4:30-8:00. We will open again at 6:30 Saturday morning. Vendors must provide their own tablecloth/covering to decorate their display area. Unloading time should be short for the convenience of all the crafters and until 8:15 am. There will be NO early tear downs. Tear down is to be completed by 4:00 pm.

EXHIBITOR PARKING: Crafters may unload at the nearest door to your area. After unloading, please park in spaces farthest away from the entrances to allow for more spaces for YOUR patrons. **Once the Craft Bazaar begins these extra entrances are to remain closed. Only doors 1 & 4 will be open during the bazaar.**

RENTAL INFORMATION: Rental area is 10 ft front by 8 ft deep. You may rent a **Space** or **8 Foot Table(s)** (provided upon request.) **Tables must have skirting that drops to the floor and covering on the top.** Two (2) chairs will be placed in each vendor space and additional chairs will be available the day of the sale. Ladies Ministry provides: advertising and publicity in the Ft. Wayne area. A confirmation notice will be sent via email. We have set up a Facebook event page to help promote our event. Please share, you may find us at “Lifeway Wesleyan Craft Bazaar & Cookie Walk.”

ELECTRICITY: Limited spaces with electricity are available and will be reserved on a “First come, first serve” basis. Vendors must provide their own extension cords. All cords must be affixed to the floor. Please bring painters or masking tape (no duct tape may be used on our floors).

CRAFTS/MERCHANDISE: No “flea market” items are to be sold by vendors. We pride ourselves on being a CRAFT SHOW of homemade items. **Network-marketing or franchise business (Mary Kay, Tupperware, etc.) will NOT be allowed.** The committee can refuse space to anyone. If possible, please try to work on your craft during the sale, as it adds interest and promotes your work. **Once a space/table is reserved, the money is non-refundable.** Please include a picture or link of your craft to help with determining table placement.

FOOD: Concessions will be available throughout the sale hours beginning at 8:30 am and ending at 2 pm.

BUILDING REGULATIONS: NO smoking, lit candles/open flames, or alcoholic beverages will be permitted

COURTESY: Crafters MUST keep their items within their designated space. **Small children must be attended at all times, for their safety, as well as out of respect for the property of other exhibitors.** Ladies Ministry does NOT provide child care. Exhibitors are responsible for cleaning and disposing of all trash from their area.

If you have questions or concerns, please feel free to contact us!

E-mail: loftcraftbazaar@gmail.com or by phone: Jennifer Langley (260) 580-8238

Lifeway Wesleyan Church is not responsible for loss, theft or accidents during the craft show or during set-up or tear-down.