



## **SATURDAY, OCTOBER 21, 2017**

Dear Vendor,

You are invited to participate in the Knights of Columbus 2017 Galleria Craft Fair at Saint Raphael Parish Activity Center, (Ignatius Hall) located at 5801 Falls of the Neuse Road in Raleigh. This is our 7th Craft Fair and our plans are to continue to make this an annual event.

### **Time and Date:**

The Craft Fair opens to the public on Saturday, October 21st at 9:00 AM and will close at 4:30 PM. The vendor set up time is from 7:00AM to 9:00AM and you should NOT tear down before 4:30PM. There will be no entrance fee for shoppers this year.

### **Deadline and booth information:**

All applications, with payment, are due no later than Saturday, September 5, 2017. However, last year, all spaces were filled in late July. The fee is \$65.00 per booth space and they are 8 foot wide x 8 foot deep. Vendors will be limited to a maximum of two (2) booth spaces to ensure a large variety of products are offered. Some corner spaces will be available on a first come basis for an additional \$10.00 fee, and must be requested on your Application. Power is limited and is an additional \$10.00.

Adequate chairs will be provided for your use. Vendors must bring everything else that they need to operate their booth, i.e.: tables, display items, extension cords (minimum 25 foot, if you require electricity).

**10 foot wide spaces:** June 21, 2017: All 10 foot wide spaces are gone for 2017.

### **Set up Date and Time:**

Set up is on Saturday starting at 7:00 AM and must be completed before the fair opens at 9:00 pm. All vehicles MUST be removed from the parking area at the front of the building after unloading. Coffee, juice, bagels and donuts will be provided to vendors during the set up period and until 9:30 AM in a separate room. Some assistance will be provided to help moving in and moving out.



**Raffle Donation:**

We are requesting one item representative of your products (value range of \$10-\$20) for a door prize raffle table. Please attach your business card to your donation. Raffle tickets will be sold for these products. Products will be five or more groups and winners will be chosen at the end of the day.

**Vendor acceptance:**

Vendors must attach a photograph of their products with the application form. Vendors may NOT SELL any live animals, nor any drinks or food items that are intended for on-site consumption. No yard sale items. Coordinators may choose to deny a vendor based on appropriateness of products or duplication of a vendor's products. We reserve the right to reject any application. Vendors are responsible for collecting and reporting the sales tax.

**Home Businesses:**

Some Home Businesses will be allowed to participate – one vendor per business (Pampered Chef, Heritage Makers, Avon, Longaberger, etc.). Applications will be accepted on a first received basis. Please designate which company that you represent on your application.

**Confirmation:**

Vendor confirmation will be provided by email or if you are on the waiting list.

**Cancellation Policy:**

Once accepted you MUST notify us if you have to cancel for any reason so we may offer your space to the next vendor on our wait list. No refunds will be issued for cancellation after October 1, 2017.

**Questions:**

Please direct all questions or requests for more information to David Ottney or John Gunther, by e-mail at [galleriacraftfair@yahoo.com](mailto:galleriacraftfair@yahoo.com), or by phone (David) 919-906-8359, (John) 919-215-4743.