

TRINITY UNITED CHURCH OF CHRIST
“A FAIR FOR ALL SEASONS”
2017 LETTER to CRAFTERS

Trinity United Church of Christ's Growth & Outreach Committee is looking for quality exhibitors to participate in Trinity's Annual Craft Fair entitled "A Fair for All Seasons."

This craft event will take place on Saturday, October 14 from 9:00 A.M. until 3:00 P.M. The fair will be held at **Trinity United Church of Christ** located at **4435 North Calhoun Road, Brookfield**. This event will include a bake sale, café, popcorn, and some theme-oriented raffle baskets. Booth space is limited. Indoor Exhibitors will be located on one floor. There will be a limited number of outdoor only spaces available on a first-come, first-served basis. Outdoor exhibitors must provide their own covering and display fixtures. A Freight size elevator is available for transfer of merchandise. Entry for the elevator is located on the North side of the church building.

Trinity is again partnering with Sussex Outreach Services and their Food Pantry. Public admission to the event is three (3) non-perishable items or \$3.00. All food items and admission fees will be donated to Sussex Food Pantry.

This is a non-juried craft show; but as such, the Show Committee reserves the right to deny entry for items that are deemed inappropriate for a church setting or if there are too many of the same type items being offered for sale. Applications are accepted on a first-come, first-served basis. Please read the Exhibitor Agreement included in this letter, complete the application, and return it promptly (with payment included).

Exhibitors may set up their displays between the hours of **6:00 P.M. – 8:30 P.M.** on **Friday, October 13, 2017**. **Setup the morning of the show, October 14, 2017, will be between the hours of 7:00 A.M. – 8:45 A.M.** **Outdoor set up will be on Saturday only.** Regarding tear-down; removal of merchandise and displays from the premises may not begin prior to 3:00 P.M. and must be completed by 4:45 P.M. Help will be available for removal of your merchandise.

Trinity's Committee will provide publicity coverage to include posters, yard signs, flyers, and newspaper notices. Advertising flyers to hand out at other fairs will be sent to you with the confirmation of your booth number or can be downloaded from the website. We encourage you to advertise wherever you can, especially if you are on Facebook, Twitter, or other craft shows where you are exhibiting.

Please visit Trinity's website at www.trinitybrookfield.org for more information about this event. Additional forms and advertising flyers are available on the site.

Drawing of thematic raffle baskets will be held near the end of the show.
Sincerely,

Marlene Helinski, Chair
262-246-3258
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Questions – feel free to contact Marlene