



# *Rebuilding Broken Places*

*Community Development Corporation*

CONSISTENTLY STRIVING FOR EXCELLENCE WITHOUT EXCUSE

**Rebuilding Broken Places CDC** is pleased to announce that we are hosting Christmas Craft and Vendor Fair on December 16<sup>th</sup> from 9:00am to 3:00pm.

This year we will be accepting applications from a variety of exhibitors, vendors and crafters! We are hoping the diversity of this show will bring in more attendees as well as displaying a vast variety of talents and beautiful products to choose from!

Our advertising plan includes an enormous volume of locally distributed flyers, posters, newsletters, listings in local area newspapers, free cable-access and local TV channel announcement, radio announcement, notices sent to area chamber of commerce offices, Facebook ads, Facebook Event Page, Facebook Live, SnapChat and Instagram Live events throughout the weeks leading up to the event and announcements on many internet sites featuring art fairs and festivals with dozens of directional "day of" signs posted 1 week prior to event;

Vendors and crafters are encouraged to submit pictures of their crafts/products/setup which we will post on our web and Facebook pages. Send submissions to [fsmith@rbpcdc.org](mailto:fsmith@rbpcdc.org)

Our Fair will be held at Greenleaf Vision of Faith Community Center, 2105 North William Street. We plan to draw hundreds of attendees and is being diligently advertised and promoted in our community! We sincerely look forward to you exhibiting with us!

Because this is a "holiday" event, a slightly higher percentage of handmade seasonal and holiday crafts will be expected. Other types of media will be proportionally balanced. Booths selling like items will be spaced as far apart as logistically possible.

Each exhibitor is asked to donate one craft item from their display (minimum value \$10) for our raffle. Giveaways every 30 minutes.



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Free coffee and water is offered at our concession stand starting Saturday morning from 6:30-9am (no Friday night set up). Concession stand sells beverages, snacks & a limited lunch at reasonable prices.

Artis Daily Bread-(2017 Taste of Wayne People's Choice Winner) will offer meal plates at \$8. See our webpage and Facebook Page for Menu choices. Advance tickets are available at RBP and Artis Daily Bread.

Throughout the day, student volunteers wearing Green T-Shirts will be available to booth sit for breaks and/or take & deliver your lunch order.

The Fair will host up to 25 booths located indoors in IMANI Hall. Ample parking and drop-off facilities are available in our handicapped friendly facility. There are no stairs to negotiate. Smoking is prohibited in the building and everywhere on our property.

Holiday music is played all day long.

Here is the information needed to participate, and the application is also enclosed:



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## BOOTH DETAILS & FEES

Booth size is the table size plus 2ft surrounding. All table are reserved upon payment on a first come/first serve basis. Wall booths will have portable walls separating them. Feel free to decorate your side of these walls or use them for your display.

Table size/booth fees are as follows: A table chart is attached.

5ft table - \$25 per booth. (total of 6 available)

8ft table - \$30 per booth. (total of 6 available)

60" Round Table (Center of the room) \$45 per booth (10 Available)

Electric fee is an additional \$10 per booth and is only available with 5ft or 8 foot tables.

Multiple booths may be purchased however availability is limited.

Crafters wanting or requiring an end spot with (2) aisle exposures and using their own table or booth setup have the option of paying an additional \$15 premium fee (\$45+\$15) to guarantee this special booth placement. There are only 2 of these available. (See Chart)

There are no additional application fees and we do not charge commission. Two chairs are provided. All work and displays must remain within designated booth space. There is to be no soliciting patrons outside or your booth area.

We will confirm vendor applications by email. Please provide your email address on your application. If space is sold out, or your application was not accepted, your entry fees and photos will be returned to you. **The entry fee will not be refunded in the case of a cancellation or a no show of an exhibitor.**



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You may hang signage on the portable walls only. NOTHING MAY BE ADHERED TO OUR WALLS, POSTS OR PICTURE FRAMES ON THE WALLS.

No boxes, debris or clutter should be visible after set-up. For this reason, each table will be draped with a black linen tablecloth and business name signage.

Booths may not be dismantled until 3pm. Because sales tax rates can change and can vary by product, crafters are responsible for researching current local sales tax rates. Crafters/Vendors are also responsible for collecting and remitting all sales tax.