

*St. Michael's Presents*  
**The Magical Season**  
**Craft, Décor & Gift Fair**



**NOVEMBER 9-11, 2018**

**ST. MICHAEL'S HOLY FAMILY CENTER**  
15410 Pomerado Rd., Poway, CA 92064

**Fair Hours:**

**Friday & Saturday 10am to 4pm**

**Sunday, 10am to 3pm**

**Vendor Contact Information:**

**Cathy Andrulonis, Organizer**

**(858) 776-4643    [chattycathy623@hotmail.com](mailto:chattycathy623@hotmail.com)**

**Alice Beas, Co-Organizer    [aliceb@smpoway.org](mailto:aliceb@smpoway.org)**

**Application & Information Packet Available at:**

**[www.smpoway.org](http://www.smpoway.org)**

# The Magical Season

Craft, Décor & Gift Fairç

## GENERAL INFORMATION

*Please take a moment to read over the show information. Thank you!*

Welcome to The Magical Season Craft, Décor & Gift Fairç. We are proud to announce that last year was so successful; the Fairç is separating from the Fall Festival and becoming its own event. This offers our customers and vendors:

- Close Parking!
- No heavy 'child' traffic from Festival
- Easier Access to the Holy Family Center

The Magical Season Fairç promotes primarily hand-crafted items made by our vendors. There are a small percentage of commercially made products allowed in the displays. We are currently accepting only vendors with primarily hand-crafted product or approved vintage items.

## FEES/PAY DAY

- An entry fee is required with your application (NON-REFUNDABLE)
- 15% Commission will be deducted from your total sales
- 20% Commission will be deducted from your total sales if you do not work the Faire
- A check (from St. Michael's Church) for the amount of your sales, less the commission, will be mailed approximately 10 days after the event. Included will be a summary of your sales. Tags will not be returned to the vendor.
- CENTRAL CHECKOUT will be provided. Vendors agree to send all items for payment through central checkout and DO NOT ACCEPT PAYMENT at their booth.



# The Magical Season

Craft, Décor & Gift Fair

## Application

Craft, Décor & Gift Faire

November 9-11, 2018

St. Michael's Holy Family Center

**APPLICATION & SPACE FEE DEADLINE AUG 1, 2018**

Please fill out all information – **RETURN THIS PAGE 1 OF 3 WITH PAYMENT**

Name(s) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Business Name \_\_\_\_\_

Make Check Payable To: \_\_\_\_\_

Phone #(s) \_\_\_\_\_

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

*Assign yourself a 4 digit Identification Number or Letters used on your item price tags; this is how you are paid.*

Tag Identification \_\_\_\_\_ (MANDATORY 4 digit code used on tags)

(A small amount (10% or less) of commercial product is allowed to enhance your hand-made product.

Commercial Products need prior approval from Show Organizers as this is a juried show.

Please describe your products: (Use other side if necessary)

\_\_\_\_\_  
\_\_\_\_\_

Electricity (if available)	Free	YES ____ NO ____
Wall Space(if available)	Free	YES ____ NO ____
10' x 10' Space	\$85.00	_____ x \$85 = _____
6' x 6' Space	\$65.00	_____ x \$65 = _____
6' Table Rental	\$10.00	_____ x \$10 = _____
Chair	Free	_____ x \$ 0 = ____ \$0
Check Total		<b>TOTAL AMT: \$ _____</b>

Check payable to: ST. MICHAEL'S CHURCH

Please Note: Once accepted, space fees are non-refundable

# The Magical Season

Craft, Décor & Gift Fair

**RETURN THIS PAGE 2 OF 3 WITH PAYMENT**

## COMMISSIONS AND WORKSHIFTS

15% commission is deducted from total sales of vendors working the entire 3 days within their booth or vendors working TWO 3-hour shifts for the Faire.

20% commission is deducted from the vendors not working the Faire.

(Please select 1 below)

15% deducted (I work my space the entire Faire) \_\_\_\_\_

15% deducted (I work TWO 3-hour shifts for the Faire) \_\_\_\_\_

20% deducted (I do not work the Faire at all) \_\_\_\_\_

Available Work Shifts – For Vendors choosing not to work their booths the full 3 days (please circle 2 choices)

Friday, Nov 9	10:00 – 1:00	or	1:00 to 4:00
Saturday, Nov 10	10:00 – 1:00	or	1:00 to 4:00
Sunday, Nov 11	10:00 – 1:00	or	1:00 to 4:00

I am flexible and can work any shift times: \_\_\_\_\_

Note any special requests: \_\_\_\_\_

Please arrive 10 min. prior to your check-in time for work assignment.

## FOOD VENDORS

Name of PERSON on Health Permit: \_\_\_\_\_

Name of BUSINESS on Health Permit: \_\_\_\_\_

Health Permit # \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**NOTE: Sales tax is NOT collected on food items. Use YELLOW tags or highlight your tag with a yellow highlighter.**

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The Magical Season  
Craft, Décor & Gift Fair

**RETURN THIS PAGE 3 OF 3 WITH PAYMENT**

**PLEASE SIGN AND DATE YOUR APPLICATION!**

**Please print out this Application and MAIL PAGES 1, 2, 3 with your SPACE FEE to:**

**St. Michael's Church 15546 Pomerado Rd. Poway, CA 92064**

**Appication deadline is August 1, 2018**

**Make checks payable to: St. Michael's Church**

I have read and understand all the information in the included application and information package.

I will not hold St. Michael's Church (or any person working for same) for any item lost, stolen or damaged.

\_\_\_\_\_ initial here that you understand ALL COMMERCIAL products need prior approval by Cathy Andrulonis or Alice Beas

\_\_\_\_\_ initial here that you understand you may NOT tear down before 3pm on Sunday, Nov 11.

Signed: \_\_\_\_\_  
(Mandatory)

Date: \_\_\_\_\_

You will be notified by email upon acceptance of your application.

Thank you!!

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## **IDENTIFICATION TAGS**

***A two-part perforated price tag with your identification and price of the item are required on all sales.*** Either the right or bottom half of the tags are removed by the cashiers at check out, and then entered into a data system. This is how you are paid. **It is very important that all of your items are properly tagged.** You cannot be paid for items with no identification.

Some vendors prefer to use perforated string tags. These are available on-line through 'Store Supply Warehouse' ([www.storesupply.com](http://www.storesupply.com)) in a wide assortment of colors and sizes. There is also a store called 'Farkas' on 10<sup>th</sup> & G streets downtown San Diego that carries a large selection of tags at reasonable prices.

Vendors are also allowed to make their own tags as long as they are **PERFORATED** and printed on **CARDSTOCK**. (**NO STICKERS OR FLIMSY PAPER PLEASE!**)

## **HOLDING AREA**

Tables for holding purchases for customers are located behind the check-outs. Vendors are welcome to bring any item to the holding area for customers, or Vendors may send item(s) with one of our Faire workers. This is especially convenient for heavy, fragile, or bulky items, or any item that you feel uncomfortable having a customer carry around the show, such as jewelry. We have 'reminder cards' for Vendors to give to the customer to remind them to pick up their item(s) on hold. If Vendors would like some of these reminders, please pick them up at the check-outs.

## **SALES TAX**

Sales Tax is added at the check-outs to all purchases with the exception of food items.

Sales Taxes are turned in to the state by the show on your behalf.

### **SET UP/PRODUCT DELIVERY**

- Set up is Thursday, Nov. 8, 10:00am to 8:00pm
- Please no deliveries before 10:00am or after 6pm
- Please be prepared to carry or dolly in your product.
- Please be careful of the electrical cords on the floors and other vendor's product/displays.
- Unload your vehicle as quickly as possible. Do not set up as you unload.
- REMOVE YOUR CAR FROM LOADING ZONE AS QUICKLY AS POSSIBLE.
- This is a courtesy to allow other vendors to drive in and unload.

### **TEAR DOWN 3pm Nov 11**

- PLEASE WAIT TO TEAR DOWN YOUR DISPLAYS OR START PACKING UP PRODUCT UNTIL AN ANNOUNCEMENT IS MADE. FAILURE TO DO SO WILL RESULT IN YOUR NOT BEING INVITED BACK TO THE SHOW.
- Please pick up your display area of any trash or debris before leaving.
- A "Lost and Found" table near the check-out area will accumulate misplaced items. Please check it before you leave.

### **PRODUCT DISPLAYS**

- Each vendor is responsible for the set-up of their own product and display.
- The show provided 6' table rentals (\$10 ea.) & chairs at no charge.
- The show does NOT provide, pole/drape, or any kind of space dividers.
- You must provide whatever you will need to set up and define your space.
- Electricity is provided (if available); however, bring your own extension cords to hook up to the outlets. Please use 3-prong extension cords only.
- You may use a canopy frame to define your space and have support for hanging your product displays or lighting. Please cover or decorate the bare metal supports of the frame. Canopy tops are not allowed because of fire safety regulations.

### **SHARING BOOTH SPACES**

- Sharing of booth spaces is permitted.
- Vendors sharing a space but using different Tag I.D. must each submit a show application. -A check and sales summary will be issued to each vendor with their own Tag I.D #.

## **COMMERCIAL PRODUCT**

A small amount (10% or less) of commercial product is allowed to enhance your hand-made product. Commercial Products need prior approval from Show Organizers as this is a juried show. This will be strictly enforced.

## **SHOW SECURITY**

- St. Michael's Church secures the Holy Family Center with security cameras.
- All doors and entry gates are locked from show closing to show opening.
- All vendors are asked to report any suspicious activity to the show promoters.
- Parking is free

## **TABLE COVERS**

- Fabric table covers must be "flame retardant". Most new fabrics are considered flame retardant.
- Spray-on flame retardant is available at JoAnn's stores (Fire Guard Brand).
- Please cover your display tables to the floor.

## **ADVERTISING THE SHOW**

- Advertising helps the show and everyone participating!
- Upon acceptance of your application, you will be asked to hand out as many flyers as you are able.
- Pass the word to friends, co-workers, and neighbors.
- If possible, please pick up flyers at St. Michael's Church office (15546 Pomerado Rd., Poway 92064)

For questions regarding the Fair<sup>z</sup> please contact show organizers:

Cathy Andrulonis [chattycathy623@hotmail.com](mailto:chattycathy623@hotmail.com) (858) 776-4643

Or Alice Beas [aliceb@smpoway.org](mailto:aliceb@smpoway.org) (858) 487-4755 ext. 3154

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