

St. Luke Congregation
18000 W. Greenfield Avenue
Brookfield, WI 53045

Fall Festival Marketplace 2011

Dear Crafters, Artists and Home Based Business Vendors:

You are invited to participate in our second annual St. Luke Fall Festival Marketplace at St. Luke Congregation in Brookfield. We are looking for home-made crafts, artwork, and home-based businesses. Only one (1) representative from each home based business will be represented. First come, first served. This event will be held on:

Friday, September 23rd, 4-8 p.m.

Saturday, September 24th, 1 p.m. – 7 p.m.

Deadline for applications is July 1st, 2011 or until full.

We are limiting participation to about 30 booths in the gym. The entrance fee will be \$25.00 for one day or \$40.00 for two days. Your entrance fee will include the use of one (1) 12 foot table and two (2) chairs. The tables are cafeteria style (2 – 6 ft. tables that connect in the center). Some may have a bench for extra display space. There will be some limited 8 foot tables for those that have less to display. You may select your table choice on the application, but it cannot be guaranteed. Electricity will be available on a limited basis for \$10 along the outside walls of the gymnasium. You must supply your own extension cord and table covers. Tables must be covered. **Spaces and tables will be assigned on a first come, first served basis.** To ensure your participation, please send in your application and a check for the appropriate amount to the address listed below. You will receive a confirmation of your entry and any further information. Any vendor placed on a waiting list will be notified when, and if, space opens up. If you participated last year and would like your same assigned space, please indicate that on the application. Although we cannot guarantee it, we will do our best to accommodate your request.

You may choose to sign up for either a Friday **OR** Saturday, **OR** for **BOTH** Friday and Saturday. The marketplace will take place during the Fall Festival event in St. Luke lower level gymnasium. A sample flyer will be emailed to you for your convenience in notifying your customer base of the event. All participating vendors will be listed on the back of the flyer if your application is received before July 1st, 2011. There will be no customer admission fee since this is taking place during our festival weekend.

Make checks payable to: St. Luke Congregation (Note: "Fall Festival Marketplace" in the memo line of your check). Include your check with your application, signed Adult Hold Harmless/Indemnity Agreement form, and the S-240 form and **mail to: St. Luke Fall Festival Marketplace, 18000 W. Greenfield Avenue, Brookfield, WI 53045.** If you have any questions, please email or call the coordinators below. If emailing, please put "St. Luke Fall Festival" in the subject line. We look forward to your participation.

Sincerely,

St. Luke Fall Festival Marketplace Coordinators

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