

May 1, 2011

Dear Crafter,

The Villa Madonna Academy Parent, Teacher, Administration Organization (PTAO) is excited to be sponsoring its 14th annual Fall Craft Fair on **Saturday, Oct. 29th**. Once again, the hours for the event will be 9 a.m. to 3 p.m. with setup Friday evening starting at 6:30 p.m. This show has established itself as one of the top craft fairs in Northern Kentucky, with an average of over 500 attendees. Here are the details:

- **This year, booth rental is \$50 per space. Your application must be received by September 1, 2011.** Booth spaces are approximately 11' x 9'. Vendors may initially reserve one booth space. If space is available after September 1, vendors who indicate an interest in an additional booth will be contacted according to the date applications were received. Please be sure to check the line on the application form if you are interested in renting a second space.
- **Chairs may be rented for \$2 each with your booth rental. Tables may be rented for \$8 each. Items must be reserved and paid for with your application.** There will not be any extra tables or chairs available the evening of setup or the day of the show.

Just a few other housekeeping items:

- Your arrival time for setup on Friday, October 28th will be confirmed by October 1st. In most cases, the requested setup time can be accommodated.
- If you are a returning vendor, you can now indicate on the application that you would like your same booth space. Your request for the same booth space will only be guaranteed if you return your application by the **September 1st** deadline.
- Villa Madonna parents and students will be on hand Friday evening from 6:30 p.m. – 8:30 p.m. to help unload vehicles. There will be some help available Saturday afternoon at the close of the show but not to the extent of Friday.
- You may find it helpful to bring your own cart or dolly if you have lots of boxes or heavy items to transport. There are only a couple of two-wheelers available for general use.
- Please be sure to list all items that you plan to sell. We also require that you include non-returnable photo(s) of your craft(s) with your application or indicate a web site where we can view your items.
- **Items bearing the Villa Madonna Academy name or logo cannot be sold without the express written consent of Villa Madonna Academy.**
- Concessions and a bake sale will be open during the show.

If you have questions, please contact Kari Lane at 859-250-4413 or kari.lane@me.com.

Sincerely,

Kari Lane
Vendor Contact - 2011 VMA Fall Craft Fair