

The Holly & Ivy Annual Craft Village 2017 Application November 4, 2017

Crafter: _____

Phone # _____

Address: _____

Email: _____

Craft Details: Please detail as much as possible the types of crafts you wish to display.

SPACE REQUESTS

8' X 6' Gym Space w/ Table & 2 Chairs - \$55 _____ 8' Wide Hallway Space w/ Table & 2 Chairs - \$50 _____

8' X 6' Gym Space w/ Only 2 Chairs - \$50 _____ 8' Wide Hallway Space w/ Only 2 Chairs - \$45 _____

8' X 8' Gym Space w/ Table, 2 Chairs & Electric (Only 4 Spaces Available) - \$70 _____ Do you need electric? - \$10 _____ available at certain spaces.

Notes - _____

Same Space as Previous Year - Yes _____ No _____

Returning applications received by **5-1-17** will receive top priority in crafter placement.

How many post cards would you like to distribute? _____

Crafters New to The Holly & Ivy - Please enclose at least three pictures of the primary work you would like to display and if possible, a photo of your booth. You may email them to hollyandivycrafts@gmail.com.

Upon acceptance into the craft show, checks should be made payable and mailed to:

LCA - The Holly & Ivy, 1151 S. Cedar Crest Blvd., Allentown, PA 18103

Returning crafters are automatically accepted into the show; please remit payment with your application.

I have read the enclosed "Rules and Arrangements" and agree to abide by them.

Crafter's Signature - _____ Date: _____

Crafters: Please detach this portion for your records.

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8' X 6' Gym Space w/ Only 2 Chairs - \$50 _____ 8' Wide Hallway Space w/ Only 2 Chairs - \$45 _____

8' X 8' Gym Space w/ Table, 2 Chairs & Electric (Only 4 Spaces Available) - \$70 _____ Electric

\$10 _____

Date - _____ Check # _____ Amount - _____

Rules and Arrangements 2017

1. The Holly and the Ivy Craft Village is sponsored by the Parent Teacher Fellowship (PTF) of Lehigh Christian Academy. The Committee is comprised of parent volunteers whose goal is to bring glory to God by serving the teachers of LCA, as they strive to provide our children with a quality education that is Christ Centered.
2. The Holly and the Ivy Craft Village is run by the Lehigh Christian Academy, not Cedar Crest Bible Fellowship Church. This distinction is important when including this craft show in promotional literature. Cedar Crest Bible Fellowship Church does not do fundraising.
3. **Saturday, November 4, 2017 from 7:30 am and 2:00 pm**
Lehigh Christian Academy is located at the intersection of Cedar Crest Blvd and Rt. 78 on the campus of:
Cedar Crest Bible Fellowship Church, 1151 S. Cedar Crest Blvd, Allentown, PA 18103
4. Set-up: Friday, November 3rd from 3:30 pm and 8:00 pm. The building will be locked promptly at 8:00 p.m.
5. Crafters new to the craft village must submit photographs of their work, and where possible, their display to hollyandivycrafts@gmail.com.
6. A space will be held for returning crafters until **May 1, 2017**. New crafters will be placed on a waiting list until May 1, 2017. At that time, all remaining crafter spaces will be filled from our waiting list. Applicants are placed on the waiting list in the order they are received.
7. All questions regarding the Holly & Ivy should be directed to Jane Handwerk either by phone (610-776-7301) or email (hollyandivycrafts@gmail.com).
8. All items must be hand-crafted predominantly by the applicant. No commercial or flea market items are allowed. Direct sales companies are not represented. Raffles are not permitted.
9. The crafts will be evaluated for their quality, originality and appropriateness for our show. Crafters will be notified of the jury's decision as quickly as possible.
10. Only craft items listed on your application may be displayed. Decisions regarding admission to the show and placement of crafts are made based on crafts listed and photographs supplied. Additions and changes may be made only with prior written request by the crafter and approval by the Holly and the Ivy Committee. Our committee reserves the right to limit the number of similar crafts.
11. The Holly and the Ivy is a smoke free environment.
12. The Committee reserves the right to prohibit the sale of crafts deemed objectionable. i.e.: toy weapons, Halloween characters, crafts displaying offensive or objectionable words. If a committee member finds such items on display, the items must be removed.
13. All crafters must obtain permission before moving ANY item that does not belong to them.
14. Please, do not begin to tear down your display until 2:00 p.m. on Saturday.
15. The Committee reserves the right to place crafters in spaces that add to the overall quality of the show. Therefore, **craft placement may vary from year to year**. We have a limited number of spaces with electricity. The location of the outlets dictates the location of those crafter spaces. We respect our crafters and work hard on a floor plan that honors you and your crafts.
16. Tables and displays may not extend beyond the 8 foot limit. All tables should be attractively covered.
17. Lehigh Christian Academy, The Holly and the Ivy Committee Members or volunteers are not responsible for any damage or loss to fire, theft, or any other means. You can be assured, however, that we take great care in overlooking and protecting your handcrafts to the best of our ability.
18. Postcards advertising this event are available for your use upon request. Your assistance in placing these postcards will greatly benefit and add to the success of a good turn-out.
19. We are requesting door prize donations from any crafter who feels led to contribute. The information collected on the drawing tickets help us to make decisions regarding advertising for the show.
20. Come with high expectations: bring a cheerful countenance, an attitude of flexibility and together we can anticipate a wonderful day! Smile, it raises your face value!