



Lehigh Christian Academy Presents:
**The Holly & Ivy Annual
 Craft Village**

**SHOW DATE:
 November 4, 2023**

2023 VENDOR APPLICATION

- I am a NEW vendor to the show
- I am a RETURNING vendor to the show

Name: _____ Craft Business Name: _____ Email: _____
 Address: _____ City: _____ State: _____ Zip: _____

New Crafters: Please enclose or digitally attach in your email at least (3) pictures of the primary work you plan to display. If possible, please include a photo of your booth display. Email to: Hollyandivycrafts@gmail.com

Craft Details: (Please describe the types of crafts you wish to display and sell)

Space Requests:

Place a "2" on the checkbox if you need a double space

Check	Dimensions	Location	Electricity	Tables	Chairs	Cost
<input type="checkbox"/>	8' x 6'	Gym	Limited	(1)	(2)	\$75.00
<input type="checkbox"/>	8' x 8'	Gym	Limited	(1)	(2)	\$85.00
<input type="checkbox"/>	10' x 10'	Gym	Limited	(1)	(2)	\$95.00
<input type="checkbox"/>	8' Wide	Hallway/Foyer	Limited	(1)	(2)	\$70.00

Yes No **Need Electricity?:** Limited spaces available. Cost is extra. \$15.00

Yes No **Confirm:** Vendors who submit their application by **July 31st, 2023** will be given first preference on space requests.

Yes No Upon Request, (25) post cards will be produced for each crafter at no charge. Additional cards can be requested up to 50 total. **Pick up at school office is required - an email will be sent when ready.** Total Qty: _____

Payment & Application

Please scan and email your application to:

Hollyandivycrafts@gmail.com

Please do not submit payment until approved.

Once approved, you will be notified and sent a link to submit your payment. You may also send a check made payable and mailed to:

**Lehigh Christian Academy
 1151 S. Cedar Crest Blvd.
 Allentown, Pa. 18103**

Important: I have read the enclosed "Show rules and policies" and agree to abide by them.

Crafter Signature

Date:

Show Rules and Policies - 2023

The Holly & Ivy Craft Village Show is sponsored by Lehigh Christian Academy (LCA), not Cedar Crest Bible Fellowship Church (CCBFC). This distinction is important when including this craft show in promotional literature and broadcast announcements. CCBFC does not engage in fundraising. Fundraising by LCA occurs by event food sales and its "Little Shopper's" shop sales.

Show Date: Saturday, November 4, 2023 8:00 AM – 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 South Cedar Crest Blvd., Allentown, PA 18103

**Set-up: Friday, November 3 3:00 PM to 6:00 PM The building will be locked promptly at 6:00 pm.
Saturday (Show Day) 7:00 AM – 8:00 AM**

Enter via Door #8 (Entrance is located to the right of the main worship center doors)

Prior to acceptance to the show, new crafters must submit photographs of their hand-crafted work, and if possible, their display to hollyandivycrafts@gmail.com.

A space will be held for returning crafters until June 30th, 2023. New, approved crafters will be placed on a waiting list until that date. At that time, all remaining crafter spaces will be filled from our approved vendors waiting list. Applicants are placed on the waiting list in the order they are received.

All questions regarding The Holly & Ivy Craft Village Show should be directed to Lehigh Christian Academy: Phone (610-776-7301) or email: hollyandivycrafts@gmail.com

IMPORTANT: All items must be hand-crafted predominantly by the applicant. No commercial or flea market items allowed. Direct sales companies are not represented. Individual raffles are not permitted.

Your Tables -- The craft items listed on your application must be displayed. Decisions regarding admission to the show and placement of crafts are made based on crafts and photographs supplied. Additions and changes may be made only with prior written request by the crafter and approval by The Holly & Ivy Committee. **The committee reserves the right to limit the number of similar crafts.**

NOTE: The Holly & Ivy Craft Village Show is a smoke free environment.

The committee reserves the right to prohibit the sales of crafts deemed objectionable. Remember, we are on Church and School grounds. Examples: toy weapons, horror characters, or crafts displaying offensive or objectionable words, pride-related items/symbols and any mystical/witchcraft items/symbols. If a committee member finds such item(s) on display, the item(s) must be removed immediately.

All crafters must obtain permission before moving ANY item that does not belong to them.

Please do not begin to take down your display until 2:00 PM on Saturday.

Crafter Placement -- The Committee reserves the right to place crafters in spaces that add to the quality of the show. **Therefore, space placement may vary from year to year.** We also have a limited number of spaces with electricity. The location of our outlets dictates the locations of those crafter spaces. Because we care about our crafters and their work, we diligently strive to create a floor plan that honors all participants. Tables and displays MAY NOT extend beyond the eight-foot (8') or (10') space limit. All tables should be attractively covered.

COVID-19 Policy: Since the introduction of the Coronavirus, and the effect it has had on show planning layouts (additional spacing), we truly hope that it does not present a challenge for us in 2023. However, if this or a similar virus becomes a health factor, decisions by our committee have to again be made to protect both crafters and the general public. This could include revised socially-distanced floor placements, or even postponing or cancelling *The Holly & Ivy Craft Village Show*. See refund policy below.

Liability -- Lehigh Christian Academy, The Holly & Ivy Committee Members and Cedar Crest Bible Fellowship Church are not responsible for any damage or loss due to fire, flooding, theft, possible emergency cancellation, or any other unexpected occurrence. However, you can rest assured that we take great care in overseeing and protecting your handcrafts to the best of our ability.

Show Promotion -- Postcards promoting this event are available for your use upon request. Your assistance in utilizing these postcards will work both towards your success and a good show turn-out. Additionally, we internally market the event on our social media platforms as well as emails and notifications to our immediate constituents at the school.

Door Prizes -- We welcome door prize donations from any crafter who desires to contribute. Please include your business card.

Refund Policy -- Cancellations must be made in writing and received at least **30 days prior** to The Holly & Ivy Craft Village Show. Cancellations made after the 30-day window has expired will not be eligible for a refund. If for any reason, the show committee determines a need to cancel the craft show, all vendors will be refunded their money and/or another show date will be established (e.g., pandemic, natural disaster, weather, etc.).

**Finally, come with high expectations! Bring a cheerful countenance.
Possess an attitude of flexibility. Together, let's enjoy a wonderful day!**