

Christmas in Odessa Christmas Craft Shop Prospective Application

Our annual fundraiser will be held the first Saturday in December. The following information is important for your participation. **Please do not send any checks with the Prospective Application.**

- Type of Craft: The *principle* craft for sale should be *handmade*: things put together, glued, beaded, knitted, etc., and painted canvas.
- DISPLAY AREA: **ALL SPACE is not created equal.** Each room is a different size. A single is about 5 ft X 9 ft. A double space is about 5 ft. X 15 ft. Racks and additional shelving must be placed within the allotted space. Please bring your own table cover, enough to cover any boxes on the floor. This space is NON-TRANSFERABLE.
- TABLES: Size of tables in room numbers 144, 145 & 138 are 2 ft. X 5 ft. In the boardroom, tables are 2.5 ft. X 6 ft. **We are not permitted to use space on the walls nor space in front of the tables. We will do our best to honor table location requests.** Our decision will be final.
- SHOP HOURS: Saturday, 9:30 AM to 5:00 PM.
- SET UP HOURS: The Friday before the Craft Event from 4 PM - 8 PM only and Saturday morning from 7 AM to 9:15 AM. You must be ready for business at 9:30 AM. We cannot set up any earlier than the hours listed.
- COMMISSION: 20% of gross sales, payable to Women's Club of Odessa. Payment is due immediately following the close of our show. Minimum commission is \$60.00.
- LOCATION: Marion E. Proffitt Training Center, 118 South 6th Street, Odessa, Delaware. (The former Corbit Elementary School). There will be signs.
- PARKING: Space available for ONE VEHICLE per vendor. For unloading you may use the front double doors. There is also a loading dock. After unloading, please park to the right on the **far side** of the building.

SECURITY: The Women's Club of Odessa will NOT be responsible for any articles left at the site overnight after set up. We recommended (as always) that no cash or personal items be left there. The facility has a security alarm system.

RSVP: Upon receipt of your application, price list, and pictures representing your products, **your application will be reviewed**. You will be advised of your acceptance and will be required to send a \$60.00 nonrefundable deposit to hold the space, which will be applied to the 20% commission.

If your Prospective Application is approved please send your deposit by **September 1st in order to be included in our Event Program to:**

**Stephanie Brown
% The Women's Club of Odessa
PO Box 254
Odessa, DE 19730**

The Women's Club of Odessa is non-profit, tax deductible, and is a member of The Delaware State Federation of Women's Clubs and The General Federation of Women's Clubs. We look forward to hearing from you.

For more information on Christmas in Odessa, check out www.christmasinodessa.com on the web. Each crafter will be listed on our website and Facebook page.

Thank you,
Stephanie Brown
Christmas in Odessa Craft Shop Chair

CHRISTMAS IN ODESSA CHRISTMAS CRAFT SHOP

To participate in our Christmas Craft Shop, please complete the form below and return it, along with pictures representing your products. Please respond as soon as possible, as space is limited. We accept applications until all spaces are filled. Once space is filled we will keep the application for consideration for the next year. Thank you for your cooperation.

NAME: _____

ADDRESS: _____

CITY/STATE: _____

ZIP: _____

PHONE: () _____

Email address _____

Please list your primary craft such as "pottery", then a range of items offered.
Example: serving bowls, dishes, salt and pepper shakers etc.

CRAFT: Please describe for the brochure:

If you have any questions do not hesitate to call or email Stephanie Brown 302/668-8610
stephanie@robertwbrown.net

Send your reply to:
Stephanie Brown
C/O The Women's Club of Odessa
P.O. Box 254
Odessa, Delaware 19730

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