Westover Holiday Craft Show
Saturday November 04, 2023 – 9AM-2PM
Cecil F. Gilkerson Community Activities Center
305 South Dogwood Drive
Harrisonburg, VA 22801
Contact: Lynn Hoy Lynn.Hoy@harrisonburgva.gov

<u>Vendor Application</u>: The application process has two simple steps. Fill out the application and mail, bring it in to the Activity Center Office, fax (540-433-9169) or scan/email. With the application, please send a picture of your crafts and/or a booth setup. The ideal way to do this is to send the photo as an attachment to an E-mail along with your name and phone number. You can also mail or bring your photo to the activity center. The review of applications will be an ongoing process so the sooner you get your application submitted the sooner you will know if you are accepted. You will receive an E- mail or phone call to notify you if your craft has been accepted. The second step starts once you are accepted; you have to pay for your booth space. The booth space costs are as follows:

- $25 for handmade craft vendors
- $35 for direct sales vendors
- Both include 1 table; booth spaces are 10'x10'

Additional tables are available for rent at $10 for a 6ft table. Please let us know if you need electrical access or wall space and we will try to make accommodations. This must be done in advance as space and tables are limited. You can mail in your check or bring it to the front desk at the Cecil F. Gilkerson Community Activities Center.

Please make checks payable to VPAS and make note in the memo section that the check is for the Craft Show. If the name on your application is not the same as the name on the check please include a note so things so together correctly.

<u>The deadlines are as follows:</u>
1st Step – Application and Photo must be in by Sept 22.
2nd Step – Payment and Table rental must be in by Wednesday, October11. (The Booth Space Fee and Table Rental Fee are Nonrefundable)

Name: _____

Address: _____

_____

Home Phone:_____Mobile Phone: _____

Email: _____

Type of craft with brief description: _____

_____

Number of booth spaces_____(Corner spaces are available but limited. Please check here _____
if you would like a corner space. Corner spaces are first come first serve)
Number of additional tables_____@ $10 each

SIGNATURE:_____ DATE:_____