

**The Episcopal Church of St. Margaret
1000 Washington Ave., Plainview, NY 11803
(516) 692-5268 x 103**

www.stmargaretepiscopal.org

Summer, 2017

Greetings!

Thank you for your interest in being a vendor at St. Margaret's Fall Fair. We look forward to welcoming you on Saturday, September 16, 2017. The fair is officially open from 9 am – 4 pm. (The rain date is Sunday, September 17, 2017.) In the past year, St. Margaret's has actively been raising its profile in the community – 10% of the profit from our fair went to help local families in need; we partner with local groups to provide ongoing food assistance; and we're excited about our 2017 crop from The Garden of Eatin', our Grow-to-Give Garden.

St. Margaret's Fall Fair is eagerly anticipated each year by the surrounding community. If you register before August 21, booths are \$50 for a single 10' x 10' space and \$90 for a double space. If you register after August 21, booths are \$60 for a single 10' x 10' space and \$110 for a double space. Please submit your completed application along with the full amount (check or money order) as soon as possible, and we invite you to share this letter and application with vendors you think would be a good fit.

Our refund policy is as follows:

.Cancellation: A full refund will be given with 3 weeks or more withdrawal notice from you (minus a \$25 handling charge). No refund will be given with less notice.

Rain: A full refund will be given only if the event is rained out on BOTH dates, September 16 and September 17, 2017, minus a \$25 handling charge.

This is an outdoor fair; all vendor tables are on the lawn. We have a special space that can accommodate a very few vendors who must be near their cars. Adequate parking is located elsewhere on our property once you unload. We are not able to provide electrical hook-ups. Overhead tenting is allowed within your space, which is carefully measured. Food will be sold and restrooms are on site. Tables, tents and chairs must be provided by the vendor.

Please call me at (516) 390-9561 or email autumnhen@verizon.net with any questions. You will receive a phone call to confirm receipt of your paid application. We thank you for your interest and look forward to seeing you at St. Margaret's Fall Fair.

Sincerely,

Terry Padyk, Vendor Contact

P.S. Many of our vendors have success by posting this event on their FB pages and using email and social media to share information with family, friends and others who might be interested in having a table at the fair or visiting the fair. We encourage you to do the same. Please feel free to share our flyer via email, Facebook or even print and post it anywhere you do business. Thank you!

THE EPISCOPAL CHURCH OF ST. MARGARET
FALL FAIR VENDOR APPLICATION
DATE: SATURDAY, SEPTEMBER 16, 2017 9 AM – 4 PM
(Rain Date: Sunday, September 17, 2017)
www.stmargaretepiscopal.org
Church Phone: (516) 692-5268 x 103 Fax: (516) 692-7128

Please complete this form and send it to: **Terry Padyk – Vendor Contact**
St. Margaret’s Episcopal Church
1000 Washington Avenue
Plainview, NY 11803

Questions: Call Terry at (516) 390-9561 or email autumnhen@verizon.net

Check/Money Order is enclosed for _____ space(s). **Register before Aug. 21, 2017:** \$50 for 1 (10’ x 10’); \$90 for 2 (10’ x 10’). **Register after Aug. 21, 2017:** \$60 for 1 (10’ x 10’); \$110 for 2 (10’ x 10’)

Vendor Name _____

Address _____

Phone # _____ Cell# _____

Email _____

Detailed description of merchandise/price range (new, handmade, gifts, crafts, etc.)

I am applying for a space at St Margaret’s Fall Festival to be held on Saturday, September 16, 2017 (Rain Date: Sunday, September 17, 2017)

Enclosed is my check/money order for the appropriate amount payable to St. Margaret’s Church. I understand that St. Margaret’s makes the final decision regarding rain dates. If BOTH dates are rained out, St. Margaret’s will refund my fee, minus \$25 handling charge. If I need to withdraw from the Fall Fair, the fee will be returned (minus \$25 handling charge) if a three-week notice is given. NO REFUND will be given with less notice. The handling charge is to cover advertising and preparations costs for the church. I understand that St. Margaret’s is not responsible for any property loss or damage sustained during the event. I agree to clean my space at the close of the day.

VENDOR SIGNATURE

DATE

