

2018 Christmas Craft Show

Sacred Heart of Jesus Catholic Church-Parish Organization of Catholic Women

August 27, 2018

Dear Crafter:

You are invited to submit an application for the annual POCW Christmas Craft Show. It will be held at Sacred Heart of Jesus Catholic Church, in Muldowney Hall, at 130 Keating Drive (off Amherst Street), Winchester, Virginia, on Saturday, November 10, 2018, from 9:00 A.M. to 3:00 P.M.

Each space is provided with a six foot table. The fee is \$25.00 for your first table and \$20.00 for each additional table for a **maximum of 3 tables per crafter**. There is no commission charge. Two chairs will also be provided for each space. Your cancelled check indicates our acceptance of your application. *If you provide an email address, you will be notified by email of acceptance or decline.*

Please note the following regulations:

1. Nothing is to be stapled, taped, or pinned, to the walls, doors, or windows of Muldowney Hall.
2. All displayed items must remain within your allotted space and out of the aisles.
3. No tall displays that would block the sight line of other crafters will be permitted.
4. All crafters are responsible for their own sales tax collection
5. No prepared food items or baked goods for sale will be permitted.

There is no inclement weather date and no fees will be refunded. We reserve the right to refuse the display and sale of items that we consider in bad taste.

We will be open for crafters to set up on Friday, November 9th, from 5:30 pm to 7:30 pm and on Saturday, November 10th at 7:45 am. You must be ready to open at 9:00 am. **If you arrive early on Friday, please be prepared to wait.**

Complimentary coffee will be available for crafters at 8:00 A.M. on Saturday morning. Breakfast sandwiches will be available for purchase. Lunch will also be available for purchase.

Directions: As you enter Keating Drive off Amherst Street, follow signs to Muldowney Hall. It is a level entrance with two large double glass doors on either side of a large glass window. There are no steps. No parking is permitted in front of the entrance, but you may use this entrance for unloading and loading. Please park in the adjacent lots **at the top of the hill** after unloading. We like to keep the spaces close to the entry available for our shoppers! The church address for GPS purposes is 130 Keating Drive, Winchester, VA.

Please return your application with your fee by October 26, 2018. Tables will be reserved on a first come, first served basis. This policy will be strictly adhered to and no exceptions can be made.

If you have any questions, please contact Laura Frappollo via email at laura.frappollo@gmail.com. If you do not have email she can be reached at 540-664-5334, but **email is the preferred contact method.**

Please send your Application Form and Payment Fee to Laura Frappollo at the address on the application.

Sincerely,
Sacred Heart POCW

2018 Sacred Heart POCW Christmas Craft Show Application Form

PLEASE PRINT CLEARLY

I would like to reserve _____ (quantity-max 3) six foot tables at the Sacred Heart Church POCW Christmas Craft Show, **November 10, 2018**

The fee \$ _____ (\$25.00 for 1st table; \$20 for each table thereafter) is enclosed.

I understand that Sacred Heart of Jesus Church, the Parish Organization of Catholic Women, or any other organization thereof cannot be held responsible for damage, theft, injury or loss.

SIGNED _____

If you have a special need or table placement you have occupied in past years, please indicate so on this form. We will do our best to accommodate your request but **cannot guarantee it**.

Note: No ready-to-eat food items.

CRAFT _____

NAME _____

ADDRESS _____

PHONE _____

EMAIL _____

Please print clearly!

Please make your check payable to “Sacred Heart P.O.C.W.” and return the application and fee by October 26, 2018 to:

**Laura Frappollo
132 Country Club Circle
Winchester, Va. 22602**

**Date: Saturday, November 10, 2018
Time: 9:00 A.M. to 3:00 P.M.**

**Set-up time: Friday, November 9, 2018, 5:30 pm-7:30 pm. *Be prepared to wait if you arrive early.*
Or Saturday, November 10, 2018 starting at 7:45 am.**