



FENWICK BAND

2018 Christmas Craft & Vendor Fair

Greetings Crafters & Vendors!

We are pleased to announce that the Fenwick Band will be hosting its annual Craft & Vendor Fair on Sunday, December 2, 2018, at Bishop Fenwick High School (99 Margin Street, Peabody). This year's Fair will once again take place in the Fenwick Dining Hall, and will run from 10am-3pm. The Craft & Vendor Fair serves as one of the primary fundraisers for the Fenwick Band, supporting the purchase of new instruments and equipment, repairs, sheet music, and general supplies.

We have several exciting changes in store for this year!

- **Reduced vendor fees!** All vendor spots are now \$50 for an 8' spot!
- **Later date!** We have decided to switch the date of our Christmas Fair to a later weekend, which has fewer competing craft fairs.
- **Christmas theme!** With the Christmas Fair now taking place in December, rather than November, we are able to more fully embrace a Christmas theme - from décor to music. Please feel free to join us by decorating your display for Christmas as well!
- **Increased marketing!** We have committed to increasing our marketing strategy for this year. We will place more yard signs, posters, and flyers in the surrounding communities. We will be advertising in church bulletins for several weeks leading up to the day of the Fair. We will be advertising on various crafter/vendor websites and message boards. On the social media front, we plan to do special vendor spotlights to highlight your business throughout our Facebook, Instagram, Twitter, and Snapchat profiles. We are also increasing the outreach to our current and alumni Fenwick families.
- **Live music!** We will have regular, small group musical performances throughout the day, featuring members of the Fenwick Band.
- **Returning favorites!** We will once again be featuring our popular "**Kidz Korner**" to keep the little ones entertained, giving parents more time to spend shopping at your table! Also returning will be our popular **food table**, featuring all sorts of snacks, baked goods, and heartier dishes. **Letters from Santa** will also be back! And of course, we will always provide **free support** to vendors - we'll help you unpack your car and carry everything in, watch your table for you if you need a break, and help you bring everything back to your car at the end of the day.

We truly hope that you're able to join us this year for our third annual Fenwick Band Craft & Vendor Fair. Please don't hesitate to contact me directly at band@fenwick.org or 978-587-8300, ext 8559, if you have any questions or special requests!

Tom Cox
Director, Fenwick Band

2018 FENWICK BAND

CHRISTMAS

CRAFT & VENDOR FAIR

Application

| | |
|---|--|
| Business Name: | |
| Contact Person: | |
| Address: <small>(for internal use only)</small> | |
| Phone Number(s): <small>(for internal use only)</small> | |
| E-mail: <small>(for internal use only)</small> | |

How would you like your information printed in the Craft Fair Program?

*(we will print exactly what you write below in the program given to each attendee. Please print clearly!!!
If nothing is written, your business description will be blank in the program.)*

| | |
|---|--|
| Business Name: | |
| Address: <small>(if you have a brick-and-mortar location)</small> | |
| Phone Number(s): <small>(if applicable)</small> | |
| E-mail: <small>(if applicable)</small> | |
| Website and/or Social Media: <small>(if applicable)</small> | |
| Description for program: <small>(2-3 short sentences, please)</small> | |

For the 2018 Fenwick Band Craft & Vendor Fair, all spots will be \$50 for an 8' wide by 6' deep spot. Please bring your own table, up to 8' wide. If you require a larger area than 8', please contact us to make arrangements and for pricing.

Please make checks payable to "Bishop Fenwick High School - Fenwick Band", and note the name of your business in the memo section.

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|---|--|--|--|
| How many people will be working at your table? | | Is your display taller than 3 feet from the top of the table? (Just to help us plan sight lines and make sure no one is blocked) | |
| A limited number of spots will be near power outlets. Do you require electricity for your display? (We will provide the outlet. Please bring extensions/power strips.) | | Will you be selling any type of food at your table? | |

We ask that all vendors and crafters consider making a donation of an item for the Fenwick Band's raffles! We will raffle off items at the end of Craft Fair, or we may reserve some items to raffle off live at our annual Christmas Concert, on Thursday, December 13.

I will donate the following item(s) for the Fenwick Band Fundraiser Raffle (please indicate approx. value):

Notes/Special Requests:

- The decor, music, and overall vibe of the 2018 Craft Fair will be a Christmas theme this year! Please feel free to join us in this effort as you plan your table display!
- Setup will begin at 8:30 am. Vendors & crafters are asked to be fully set up no later than 9:45 am, and please remain fully set up throughout the entirety of the Craft Fair.
- Break-down will not begin until 3pm.
- Due to severe allergies at Fenwick, please do not bring any bananas or products containing bananas.
- Applications and checks can be dropped off or mailed to: Bishop Fenwick High School (Attn: Fenwick Band/Tom Cox), 99 Margin Street, Peabody, MA 01960.
- Vendor payments are non-refundable.
- Committee reserves the right to request removal of any items that are inappropriate for a school-sponsored event, and limit vendors and products to preserve brand exclusivity.
- A donation for the raffle is requested. Raffles will be used for the Fair or Christmas Concert.
- Upon arrival, vendors will go to the back of the building. Fenwick Band volunteers will be available to assist with loading and unloading.
- Please contact Tom Cox with any questions - band@fenwick.org or 978-587-8300 ext 8559.

We are very excited to have you joining us for the 2018 Fenwick Band Craft & Vendor Fair!!