

PITTSBURG ELKS LODGE 1474
HOLIDAY CRAFT & VENDOR FAIR
NOVEMBER 16 & 17, 10:00am – 4:00pm
VENDOR INFORMATION

Thank you for your interest in participating in this year's fair. Registration will begin August 1, 2024. Here are important things each vendor should know:

- * **Admission Is Free and Open to The Public!** We will have plenty of Crafters and Vendors offering a wide variety of items from holiday gifts to one-of-a-kind finds! Candles, Soaps, Jewelry, woodwork, treats and much more. Something for all ages and interests! Please forward a flyer and information to your friends and shoppers to join us and grab that unique find made by local artisans.
- * **Concessions:** The Elks will have a concession stand with an assortment of food and beverages to purchase.
- * **Raffle:** We ask that each participant donate a raffle prize to include one or more of their products (valued at \$25 or more). Please include a visible description of the contents. Raffle prizes can be turned in upon arrival on the day of the event. The proceeds to to our Elk's Annual Fundraiser.
- * **Sales of Food / Drink Items:** These items must be sealed and packaged per health regulations.
- * **Parking:** Vendor parking is Free; however, we do want to keep a sufficient amount of parking for our shoppers. Therefore, we ask that you park along the street or across the street.
- * We reserve the right to enforce Elks rules of conduct if needed.
- * **Application:** Attached is an application for a space at the fair. First come first serve! Applications will be reviewed in the order received. Completed applications should be returned to elkcraft1@gmail.com

Any further questions contact Sue at 925- 204-7384 or by e-mail at elkcraft1@gmail.com



Pittsburg Elks Lodge #1474
200 Marina Blvd, Pittsburg, CA 94565
www.elks1474.org/craft

PITTSBURG ELKS LODGE 1474
Application for the Holiday Craft & Vendor Fair
November 16 & 17, 10:00am – 4:00pm
200 Marina Blvd, Pittsburg, CA. 94565

Applicant Name: _____ **Phone Number:** _____

Address (city, state & zip): _____

Business Name: _____ **E-Mail:** _____

Website: _____

Product(s) Sold: _____

Space Information

- * All spaces include 1 or 2 chairs and 1 6' table upon request only
- * **Space Sizes:** 6' d x 6' w. or 6' d x 8' w.
- * Vendors must stay within their own space limits, not into aisle.
- * Electrical is available on wall spaces only & is limited.
- * Nothing can be attached to walls or exceed the limits of your own booth.
- * Vendor must be ready to open by 9:45am and may not close until 4:00pm.
- * If spacing allows,* we may be able to accommodate some double spaces. Please request as second choice. Double spaces will be charged \$20.00 extra per space per day.
- * Spaces are **not** guaranteed until we have sent acceptance notice and your invoice is paid in full.
- * **Set Up Time is from 8:00am to 9:45am Clean Up Time is from 4:00pm – 5:30pm**
- NOTE:** If you reserve a space for both Saturday & Sunday, you may leave your displays in place overnight.

Please mark your choices, include requested outer wall space or center aisle space

Primary Request (Pricing is per day)					
Day	Space Size	Per Day Price	Wall	Center	Comments
Saturday	6 Foot	\$75			
Saturday	8 Foot	\$85			
Sunday	6 Foot	\$75			
Sunday	8 Foot	\$85			

Additional Items (Pricing is per day)		Check here if requesting
Add Electrical	\$10	
Double Space if Possible	\$20	

- * *All Applications MUST include 2 pictures of your products display with a brief description of your products to sell.
- * Cancellations prior to Sept.30, 2024 will be charged \$25.00. No refunds will be issued after September 30th, 2024.
- * Checks and Credit Cards are accepted
- * Return completed forms to: Elkcraft1@gmail.com
- * If accepted, you will receive e-mail notice and invoice with payment information.