



Upper Allen Woman's Club GFWC
P.O. Box 1384
Mechanicsburg, PA 17055-1384

July 2022

Dear Vendor,

We are excited to announce that the Upper Allen Woman's Club GFWC 29th Arts and Craft Show will be held Saturday, **October 29, 2022**, at the **Mechanicsburg Area Middle School, 1750 S. Market St., Mechanicsburg, PA 17055**. The event will be held in the hallways and adjacent areas of the school from 9:00 a.m. to 3:00 p.m. This is a **NEW** venue for our craft show so we appreciate your patience with us as we plan for this year's event.

There is a forty-dollar (\$40.00) fee per space. Due to narrow hallways, vendor spaces will be 5' by 12'. You must provide your own table(s) or display. Some spaces do have electric, but those spaces are very limited along some wall areas. Two chairs will be provided for each vendor space. Entrances are located only in the front of the building. No carts are available for vendor use.

A confirmation detailing space number and unloading locations will be provided approximately two - three weeks before the event.

Please read the attached contract carefully, as it includes guidelines and restricted items, which **include food products. No vendor food sales will be permitted.** We reserve the right to approve individual requests and ask that your display stand be comparable with usual craft stands.

Our club will provide news releases, distribute flyers, and post details on the Upper Allen Woman's Club Facebook and club website regarding this event. Food and beverages will be available for purchase.

Again this year, we will be holding an auction to raise additional funds. Would you be willing to donate an item for this? If so, please indicate on the application form. The morning of the craft show, a club member will visit your space to pick up your donation. If you would like to include a business card with your product, please feel free to do so. Thank you for your consideration.

The monies raised from this event support local communities. In previous years, we have contributed funds to: Mechanicsburg Museum Association, Operation Wildcat, Pink Hands of Hope, Joseph T. Simpson Public Library, New Hope Ministries, and Domestic Violence Shelters. We have helped local families and provide Mechanicsburg Area High School subject awards to seniors each year. In 2022 the foundation awarded a \$2,500 scholarship to a graduating senior. We have been able to accomplish all this with the proceeds from fundraisers like this craft show. Thank you for your support by participating.

Sincerely,

Karen Cochran

Karen Cochran

Craft Show Chairperson

uawccraftshow@gmail.com