



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

June 2024

Dear Vendor,

We are excited to announce that the Upper Allen Woman's Club GFWC 31<sup>st</sup> Arts and Craft Show will be held Saturday, **October 26, 2024**, at the **Mechanicsburg Area Middle School, 1750 S. Market Street, Mechanicsburg, PA 17055**. The event will be held in the hallways and adjacent areas of the school from **9:00 a.m. to 2:00 p.m.**

There is a fifty-dollar (\$50.00) fee per space. Due to narrow hallways, vendor spaces will be either 5' x 12' or 3' x 15' depending on location of the space. We have had to rework layout of the vendor spaces because of required open space for guests in the halls. The 3' x 15' spaces will be against the wall and chairs will be placed at the end(s) of tables. 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 size along with 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.

The monies raised from this event support local communities. In previous years, we have contributed funds to Pink Hands of Hope, Joseph T. Simpson Public Library, Mechanicsburg Area Meals on Wheels, and Domestic Violence Shelters. We have helped local families and provide subject awards to seniors at Mechanicsburg Area High School each year. In 2024 the foundation awarded two \$2,500 scholarships to graduating seniors. 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

[uawcraftshow@gmail.com](mailto:uawcraftshow@gmail.com)