

# IT'S ALMOST CHRISTMAS AT THE CATHEDRAL VENDOR APPLICATION

The Cathedral Women's Alliance is pleased to extend an invitation to apply to the Marketplace at our 3<sup>rd</sup> Annual **It's Almost Christmas at the Cathedral**. Proceeds will benefit the Cathedral Church capital improvements fund.

The Marketplace portion of the event will be open to Crafters with hand-made items and Direct Sell Vendors. Space will be limited, so please submit your applications as soon as possible (**deadline October 30th**).

We are pleased to again offer the option to sell on Sunday morning. There is no extra charge to remain for Sunday and there is no obligation to participate on Sunday. It is, however, an outstanding opportunity for additional sales. There are three Masses on Sunday morning that will provide excellent foot traffic. The decision to participate on Sunday must be made at the time of the application to accommodate event planning.

The event will be advertised in the AD Times, SETV2, as well as online and on social media. Please feel free to promote the event as well.

## **NEW LOCATION**

Cathedral of St. Catharine of Siena  
Parish Activity Center (below the Church)  
18<sup>th</sup> & Turner Streets  
Allentown, PA 18104

## **DATES/TIMES**

Saturday, December 2, 2023, 10 am – 6 pm  
Sunday, December 3, 2023, 8:30 am – 1pm (OPTIONAL)

## **COST**

\$35 per 8' x 6' space with 2 chairs & an 8' Table + raffle item  
\$10 Electric access (Limited)

**\*\*Reservation will not be held until application and fee are received\*\***

We look forward to receiving your application! Your participation and cooperation are greatly appreciated!

If you have any questions, please contact Jeanne Treadwell at 610.433.6461 or [secretary@cathedral-church.org](mailto:secretary@cathedral-church.org) or Deb Dougher at 484.358.5169 or [deborahadougher@gmail.com](mailto:deborahadougher@gmail.com)

We hope that you can join us as we continue to build our Christmas Kickoff tradition!

Thanks!

The Women's Alliance/Marketplace Committee

# IT'S ALMOST CHRISTMAS AT THE CATHEDRAL VENDOR APPLICATION

## Important Information & Marketplace Rules

- All Vendors are asked to donate a gift basket (approx. value of \$15 - \$20) for our raffle as part of the entrance fee. The donation is not required to be related to your booth, but it is an opportunity to further promote your business.
- Open for set up Saturday, December 2, 2023, at 8 am.
- All vendors must check in by 8:30 am Saturday morning. Please have your displays ready by 9:30am.
- Cathedral of St. Catharine of Siena, promoters, and volunteers are not responsible for any damage or loss due to fire, theft, or by any other means.
- Each space is clearly marked and may not extend beyond the 8'x6' limit.
- Please do not dismantle your display until the end of the show.
- All items sold by Crafters must be hand-crafted by the applicant unless craft is a personalization or an enhancement. Please no commercial, wholesale, items made from kits.
- Individual raffles are not permitted.
- We reserve the right to prohibit display/sale of anything deemed objectionable including but not limited to: items related to smoking, drugs, or gambling, items such as toy weapons, and/or crafts displaying offensive or objectionable words. You are expected to be self- policing, please keep in mind this is a church-related show. If a member of the committee finds such an item on display, the items must be removed.
- Only craft items listed on your application may be displayed. Acceptance and placement of crafters are made based on crafts listed. Additions or changes may be made only with prior written request by the crafter and approval by the Marketplace Committee.
- In order to present a variety of crafts the Marketplace reserves the right to limit the number of similar crafts to be displayed, as well as limiting the number of double spaces.
- As food concessions will be available, it is requested that no edible items be sold at craft tables without written approval of the committee. Bottled beverages are not to be sold.
- No smoking is allowed in the building.
- Eating will be permitted only in designated areas. Only beverages with covers/lids may be taken to your spaces.

# IT'S ALMOST CHRISTMAS AT THE CATHEDRAL

## VENDOR APPLICATION

### Application Deadline is October 30, 2023

*PLEASE PRINT – a phone number and/or email address is mandatory.*

Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_

Business Name (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Member of Cathedral  Crafter  Vendor

Products: \_\_\_\_\_

#### SPACE SELECTION:

- 8' x 6' Space with 2 chairs & 8' Table **\$35 + raffle item**
- Electrical Outlet **\$10 (limited availability)**
- Participating in BONUS Sunday hours – **No Charge**

Additional Requests, Concerns, and/or Comments

\_\_\_\_\_

I have read the rules on the attached invitation and agree to abide by them.

I have enclosed the required reservation fee as marked above.

\_\_\_\_\_ \$ \_\_\_\_\_  
**Signature of Primary Crafter/Vendor** **Amount Enclosed**

Please make checks payable to: **Cathedral Women's Alliance**

Limited Space is available

Form and Application Fee should be returned to:

**St. Catharine of Siena  
Marketplace Registration  
1825 West Turner Street  
Allentown, PA 18104**

**Sorry, no reservations will be held without fee and application.**