

Quail Springs United Methodist Church
invites you to participate in our

Annual Craft Fair

Saturday, November 2, 2024

9:00 a.m. to 3:00 p.m.

14617 N. Pennsylvania, Oklahoma City, OK 73134.

This has been a very successful event as many of our vendors report above average sales. We also enjoy a reputation for being the friendliest Craft Fair around - *we believe in hospitality!*

We capitalize on our location - just north of Quail Springs Mall on Pennsylvania Ave and its heavy mall traffic. We utilize signs, our electronic sign (located on Penn), two large banners, and 20' tall flags the day of the Fair. In addition, we ask over three dozen radio stations, print media, and websites to carry the information and hundreds of flyers will be distributed.

The 2024 Craft Fair will limit the number of each type of vendor. Having too many booths of one type of item is not fair to the vendors, and we want to maintain a variety to draw more customers. We will continue to accept only one vendor from any national company, such as Scentsy, Mary Kay, Rada, etc.

Secure your spot now by sending in your application! We are required by the Oklahoma Tax Commission to furnish a Tax ID or SSN for each vendor. That is why we are including that on this year's application form.

2024 Booth Space Rental Fees

Table Space - These spaces are just the top of a six-foot table. In most cases, you will not be able to place displays or merchandise next to your table. Some of the tables will be along a wall in the hallway. You cannot pull your table from the wall due to walkway space. You will need to sit beside the table.

* \$50.00 for (1) six-foot table space (fee includes 1 table)

* \$90.00 for (2) six-foot tables end to end (fee inc. 2 tables)

Booth Spaces - With a booth space you may arrange your space however you wish. Most people find that they can fit three tables in the space.

* \$80.00 for approximately an 8' x 8' booth

* \$150.00 for approximately an 8' x 16' booth

* \$200.00 for an end cap with approx. 32' of frontage

***** Participating church members - please call for rates. *****

If you prefer to use our tables rather than haul your own, each 6' table will rent for \$10. You may request access to electrical for an additional \$5. We do not supply power cords. Each booth will also have chairs (at no charge) as needed.

**Early set up will be noon - 8 p.m. on Friday, Nov. 1.
Doors will open for vendor setup at 7:00 a.m. Saturday.
The Craft Fair will welcome the public from
9:00 a.m. - 3:00 p.m. on Saturday.**

**Please note that vendors must not break down
their booth until 3:00 p.m.**

(This is to be fair to customers who make plans to attend & shop towards the end of the Fair.

Leaving early disqualifies you from future Fairs.)

(405) 755-9477

craftfair@qsumc.org

www.qsumc.org

2024 Annual Craft Fair Application

Return this form with the rental fee to:

QSUMC Craft Fair
Attention: Susan Wind
14617 N. Pennsylvania
Oklahoma City, OK 73134

Make checks payable to:

Quail Springs United Methodist Church (QSUMC)

Your name: _____ Tax ID/SSN _____

Telephone: _____ Email address: _____

Address: _____, _____
(street) (city) (zip code)

Name of a second person selling in booth: _____ Tax ID/SSN: _____

Telephone: _____ Email address: _____

Address: _____, _____
(street) (city) (zip code)

Type of merchandise or craft (NOTE: please be specific so we do not place you near a similar booth; items **NOT** listed cannot be displayed or sold at the Fair.)

Size and number of booth space(s) needed:

One 6' table space only (includes the one table) \$50 = \$ _____

Two 6' tables end to end (inc. two tables) \$90 = \$ _____

8' x 8' (\$80.00) \$80 = \$ _____

8' x 16' (\$150.00) \$150 = \$ _____

End cap booth (\$185.00) \$200 = \$ _____

Number of six-foot tables needed: _____ x \$10 each = \$ _____

Placement with access to an electrical outlet will be \$5 = \$ _____

Total Amount Enclosed: \$ _____

**** Refund Policy: If you cancel after October 1, no refund will be issued. ****

(Note: Please note any special needs, such as electrical, a wall, etc. We will do our best to accommodate your needs, but we suggest you submit your request early. You can write special requests on the back of this form. There will be no changes made after Sat., October 12.)

Your preferred set up time: ____ Friday (noon - 8:00 p.m.) OR ____ Saturday (7:00 a.m. -8:45 a.m.)