

Grace Guild

FALL CRAFT EXPO

Saturday, November 2, 2024

9 am – 3 pm

at

Holy Cross Lutheran Church
8945 Veterans Memorial Parkway
O'Fallon, MO

The Grace Guild of Holy Cross Lutheran Church, located at 8945 Veteran's Memorial Parkway in O'Fallon, is accepting applications for the 2024 Fall Craft Expo. Proceeds from the booth sales will be donated to the Missouri Lutheran Women's Mission League to support area mission grants.

The Church, located just west of Hwy K, is in a high traffic area, making it a great location for a Craft Expo.

The Expo will be held on Saturday, November 2, 2024, from 9:00 a.m. until 3:00 p.m. Signs will be posted along heavily traveled roads in the area one week prior to the event. We will also be advertising in the local newspapers, social media, internet calendars, placing announcements in other area church bulletins and posting flyers on public bulletin boards.

Attached you will find a Craft Expo Application, Regulations and Instructions page and a Release of Liability Form. Please read all information carefully, sign and return the form and payment to: HOLY CROSS GRACE GUILD, c/o Jan Paulson, 8945 Veterans Memorial Parkway, O'Fallon, MO. 63366. (Make checks or money orders payable to Holy Cross Grace Guild.)

If you have any questions, please feel free to email HCGraceGuild@gmail.com.

Thank you for participating.

Jan Paulson,

Applications Admin.

Saturday November 2, 2024, 9:00 a.m. – 3:00 p.m.

8945 Veteran's Memorial Parkway, O'Fallon, Mo. 63366

Regulations and Instructions:

1. All applicants and workers under the age of 18 must be accompanied by an adult at all times.
2. Crafters may choose to setup on Friday between 4:30-6:30 pm or Saturday morning beginning at 7:00am.
3. Entrants pay \$40 for a 6' x 8' space. (Early Bird registration cost is \$35 if fee is received prior to 9/1/2024. Returning vendors fee is \$30.) Electrical outlets are limited and will be assigned on a first-come first-served basis. Fees are not refundable.
4. Entrants must provide all their own equipment and table covers. One table per booth will be provided. All spaces will include one chair. Additional chairs provided upon request. Entrants are responsible for setting up and clearing their area.
5. Expo will be for any handcrafted, handmade or items of a craft nature. Non-handmade items allowed at the approval of the organizer. No flea market, antiques or garage sale items allowed. We reserve the right to reject items that do not conform to the regulations.
6. No food or drink may be sold or served. Food and drinks will be available to purchase.
7. Holy Cross Lutheran Church or its Grace Guild will not assume responsibility for damage or theft of sale items or personal belongings, nor will they be responsible for personal injury incurred directly or indirectly as a result of the Craft Fair.
8. Spaces will be assigned in the order applications are received. Spaces not claimed by 8:00 am Saturday morning will be assumed as no-shows and will be filled by anyone on the waitlist.
9. Letters will be e-mailed approximately two weeks before the Craft Fair informing you of your space numbers and closest entrance. Please unload your merchandise then move your car so others may unload.
10. Missouri State Sales Tax collection and disbursement is the responsibility of participant.
11. Holy Cross Lutheran Church facility and grounds are smoke free and alcohol free. No concealed weapons allowed.
13. All regulations and instructions must be read and application signed by all people working in your space.
14. We will attempt to accommodate any special booth requirements, but cannot promise all special requests will be possible.

Holy Cross Lutheran Craft Expo

Saturday, November 2, 2024 9:00 a.m. – 3:00 p.m.

8945 Veterans Memorial Parkway, O'Fallon, Mo. 63366

Name: _____ Phone: _____

Address: _____ email: _____

City, State, Zip _____

Number of 6'x 8' spaces @ \$40. (Early bird pricing of \$35 if payment is received by 9/1/24)

Returning vendors pricing is \$30.

of booths _____ x \$ _____ = \$ _____ (check to Holy Cross Grace Guild enclosed)

Description of items to be sold:

By signing this form, I agree to not hold Holy Cross Lutheran Church or it's Grace Guild or any individuals associated with the aforementioned, liable or responsible, financially or otherwise, for damage or theft of any sale related items or personal belongings, nor will they be held liable or responsible for any personal injury incurred directly or indirectly as a result of the Craft Expo or my participation in it.

Signed: _____ Date: _____

Signatures of all people working at your booth: _____

Mail application and payment to: Holy Cross Grace Evening Guild

Attention: Jan Paulson

8945 Veteran's Memorial Parkway

O'Fallon, Mo. 63366

If you have any questions please email hcgraceguild@gmail.com.