



Windsor Area Recreation Commission

1480 Windsor Rd., Red Lion, PA 17356

PHONE (717) 244-3512 FAX (717) 246-6172

www.windsorrec.com recdirector@windsorrec.com



TO: All Crafters, Community Organizations, Fire/Ambulance Companies, and Service Groups

FROM: Dania Ashby, Recreation Director, Windsor Area Recreation Commission

SUBJECT: 2010 WARC Fall Indoor Craft Show

DATE:

You're invited to participate in the **WARC Fall Indoor Craft Show**, sponsored by the **Windsor Area Recreation Commission**. This year's date is Saturday, October 16, 2010 from 9 a.m. - 2 p.m. at a location to be determined (waiting for final approval). Driving directions will be posted on our website at www.windsorrec.com, once reservation is confirmed.

To register for the Fall Indoor Craft Show, complete the enclosed application and return it at your earliest convenience. The cost per space is \$20 (early registration), which should accompany the application. Fees for stands will be taken on a first paid, first serve basis until all spaces are filled. **We are complying with the Pennsylvania Department of Revenue as a licensed promoter for this show. All vendors must possess (or be in the process of applying for) a valid PA Sales Tax number in order to sell taxable items from a booth at this event.** Stands will measure 10' x 10' with enough aisle space in front of each stand to easily access your stand. We require that you specify what items you will sell. **Spaces do not include table, chairs, or electricity.** Set-up time for vendors the day of the event is at 7 a.m. **The deadline for applications is October 1, 2010 (or when all spaces filled).**

CONDITIONS:

- Electricity is only available for select stands that have made prior arrangements with us. These requests must be made directly to WARC before you register by calling 244-3512. There is an extra \$10 fee for stands using electric.
- No food and drink vendors allowed. Concessions will be sold from kitchen on -site.
- No refunds are given for non-attendance or cancellation prior to event, unless medical notice given.

If you are not the president or head of your organization, please forward this to the correct person. If you know of any other person or group that would like to be included, please have them call me at 244-3512.

**2010 WARC
FALL INDOOR CRAFT SHOW APPLICATION**

Name of Crafter or Group: _____

PA Sales Tax # (required if sales made) _____

_____ # Spaces (10' x 10') Requested - **Must provide your own table and chairs.**
(Please include \$20 per space before 10/1/10; \$30/space after 10/1/10)

Name of Contact Person: _____

Address: _____ City _____ Zip _____

Windsor Township Windsor Borough Non-resident

Phone Number: _____ / _____ / _____
Day Evening Cell

E-Mail Address: _____
(You will receive e-mail notification for next year's craft show)

Alternate Contact Person's Name: _____

Phone Number: _____ / _____ / _____
Day Evening Cell

Type of Participation:

- Arts & Crafts Stand (Specify): _____
- Game Concession/Children's Activity (Specify): _____
- Commercial Vendor (Specify): _____
- Non-Profit Group (Specify): _____
- Candies (first come, first served) _____

No additional food/baked goods/drink vendors allowed.

Need Electric (Limited; please include an additional \$10 for each space requesting electric)
(Proprietary Businesses, i.e. MaryKay, Pampered Chef, Cookie Lee Jewelry, one per business only-first to register, first to reserve the spot.)

Special Stand Location Requests: _____

Please keep in mind that we will try to honor as many requests as possible, but cannot guarantee.

How did you hear about the WARC Fall Indoor Craft Show? _____

Do you have any suggestions for promoting our show? _____

REGISTRATION DEADLINE: October 1, 2010 (or when filled)

Complete and return as soon as possible with your check payable to:

Windsor Area Recreation Commission
1480 Windsor Rd.
Red Lion, PA 17356

www.windsorrec.com

**QUESTIONS? Call Dania Ashby, Recreation Director at 717-244-3512, or e-mail
recdirector@windsorrec.com**