

Saint Francis Xavier PCCW  
455 Table Rock Road  
Gettysburg, PA 17325

July 25, 2017

Dear Participants / Vendors:

You are invited to participate in the SFX PCCW *Share the Love* Gift Fair and Holiday Bazaar, to be held on **November 11, 2017** from **8:00 AM to 2:30 PM**. This event will feature Fair Trade, local/parish craftspeople, artisans, and home-based businesses. The booths will be located at Saint Francis Xavier Center, 465 Table Rock Road, Gettysburg, PA 17325.

The following details will apply:

1. **SPACE DETAILS:** Each vendor space is approximately **8 x 10 (80 square feet)**  
Space includes **display area only** (no table or electric)  
**Payment confirms space**  
Space assignment is on a **first come first serve basis**
2. **SPACE FEE:** \$ 50.00  
Payment Deadline: September 01, 2017
3. **NO COMMISSION** will be charged on sales.
4. The PCCW reserves the right to pick and choose what is not appropriate to be sold. **BAKED GOODS** and **FOOD SALES** for consumption on premises are restricted to the PCCW organization.
5. There is **NO ADMISSION CHARGE** to the public.
6. Advanced **PUBLICITY** (newspapers, flyers, signs) will be used to advertise the Gift Fair and Holiday Bazaar.
7. **SET-UP TIME:** Friday, November 10, 5:00 PM – 8:00 PM  
Saturday, November 11, 6:30 AM – 8:00 AM
8. The PCCW will not assume responsibility or liability in case of loss due to theft or damage.

Vendor Contact is Stephanie Lapham (717) 339-0263, or [higlap@aol.com](mailto:higlap@aol.com).  
Visit our Web page, [www.sfxpccw.org](http://www.sfxpccw.org) for event information.

Thank you and we look forward to hearing from you!

Sincerely,

/SL/

Stephanie Lapham  
PCCW Event Chair

Enclosure:  
Vendor Form

VENDOR/BUSINESS: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

Description of Merchandise: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Please attach a photograph of merchandise or display for advertisement on our Web page, or provide Business Web Site address for link: \_\_\_\_\_)

Are you willing to donate an item as a door prize?       YES       NO

If so, what? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I would like to reserve  8 x 10 display space(s) (No table or electric available)

Mail this form with FEE to:

SFX PCCW  
Attn: Stephanie Lapham  
455 Table Rock Road  
Gettysburg, PA 17325

Make checks payable to: SFX PCCW  
Payment Deadline: September 01, 2017