

**To: Participants in our Arts and Crafts Festival on November 10, 2018**  
**From: Pine Forest United Methodist Arts and Crafts Committee**

Welcome to our 29th annual Arts and Crafts Festival! If you have already paid for your space for 2018 and know someone that would like to be in our show, please pass this on. New crafters are always welcome. We also allow commercial vendors. Spaces will be assigned as payments are received. Tables may be rented for \$5 each. No chairs are provided. We have a limited number of spaces under our open outside tents.

Applications may be turned in at the Hospitality table or mailed to the address provided. Preference will be given to returning crafters if the application and fees are submitted prior to **March 1, 2018**. Our fees are \$45 for inside spaces and \$40.00 for all outside spaces. Additional applications are available on our web site at [www.pineforestumc.org](http://www.pineforestumc.org). No refunds in case of bad weather.

Our Festival will run from 9:00 a.m. to 3:00 p.m. on Saturday, November 10. You may set up on Friday from 2:00 p.m. to 6:00 p.m. Volunteers will monitor the grounds if outside vendors wish to set up on Friday. The doors of the Family Life Center will be locked at 6:00 p.m. and will reopen the following morning at 7:00 a.m. **All vehicles** and trailers should be moved to the vendor parking space **located in the ball fields** behind the Family Life Center or at the far end of the outside vendor spaces no later than 8:30 a.m. **NO** vendors will be allowed to park at the outside entrance vendor spaces. No pets are allowed.

As a courtesy to all vendors, all booths must remain in place until 3:00 p.m. No vehicles may be driven to the spaces while the Craft Festival is in progress.

**Inside vendors must load and unload through the side doors only.** Damage to the festival site caused by the exhibitor will be the responsibility of the exhibitor. Compliance with applicable state or federal laws is the responsibility of the exhibitor (collection of sales tax). Pine Forest United Methodist Church is not liable for any lost or stolen items. Submission of an application is an implied agreement to abide by the rules set forth herein. Crafters that violate the rules will not be allowed to participate in the future.

If you would like one of our Hospitality Hostesses to relieve you during the Festival while you take a short break, please stop by our Hospitality Table and sign up for the time you wish assistance.

We suggest you bring your own coffee or snack or plan to purchase snacks at our Bake Shop. We will also have our Snack Shop located outside on the east side of the Family Life Center. We will deliver a box lunch from the Snack Shop between 11 am and 1 pm. **Please order it when you check in.** Cost is \$8.

Once again, thank you for being a part of our Festival, and we hope you have a wonderful show. Please contact Sue Wilson at 850-479-9329 or the church office at 850-944-0170 if you have any questions. Our email address is [office@pineforestumc.org](mailto:office@pineforestumc.org).