

Dear Artists and Crafters,

Hello, from your friends at the Pewee Valley Woman's Club (PVWC). It is time to finalize our reservations for the Arts and Crafts Day in Pewee Valley. This year's date is Saturday, October 28 2017 from 10:00 a.m. to 4:00 p.m. The juried show is held Indoors at the Pewee Valley Presbyterian Church, 119 Central Avenue in beautiful Pewee Valley, Kentucky and outdoor at our clubhouse. We would like to extend to you an invitation to attend the show. The remaining spaces will be assigned on a first come, first served basis after our jury process is complete.

Indoor spaces include 2 chairs. Tables and Electricity are available for our indoor spaces for an additional fee. See application for available booth sizes and locations. For previous years' vendors, if you wish to change to a different location than last year, please let us know via phone or email.

Each Indoor Church Exhibit Space (Except 8x8) can accommodate one 8-foot table, which is available for \$15.00. Additional card tables or other displays will be the exhibitor's responsibility. Limited electricity is available for \$15.00 also. Please designate these additional items on the reservation form if desired.

### **Additional Requirements:**

*-ALL TABLES ARE TO BE DRAPED OR SKIRTED*

-Exhibit spaces for the show are for handcrafted items only. No sales of cosmetics, retail or flea market items are permitted. Food items in either location require prior permission-call for info.

*-This year we are asking ALL vendors that are both new and have been with us before-* submit 3 copies of photos by mail or email, that show a good representation of the crafts you intend to sell at the show. Please label these photos with your name and address. Photos are not returned. Also, please list all categories of crafts you will have represented at our show on the application form. Confirmation of your participation will be sent as soon as all booths have been juried. Letters of placement will be sent in October, no later than one week before the show. Please send your 3 Photos for the Jury Process by mail or email to [pvwcrafftshow@gmail.com](mailto:pvwcrafftshow@gmail.com)

-The total registration fee is due on or before September 25, 2017. ALL FEES PAID AFTER September 25th, will include a late fee of \$20.00 per booth. ALL FEES ARE NON-REFUNDABLE!

-Setup Procedures: Vendor set up will be available on Friday, October 27, 2017 from 7:30 p.m. to 9:30 p.m. at the Presbyterian Church ONLY. Saturday set-up begins at 7:00 a.m. These times will be strictly enforced.

-Vendor Ad Signs: We would like to offer a business sponsor ad sign for our exhibitors for only \$20.00. The 18x24 inch sign will include your business name and the location of your booth. Please fill out a separate sheet with this information. We will design the ad using the information provided. These signs will be posted on the lawn outside of your location to advertise where you can be found. This is a great way to draw customers to your individual booth!!

-This year we have set up a Facebook group event page for the show at <https://www.facebook.com/events/462340047492800>. Please visit this event page and share with your friends and family on social media! We have also set up a Facebook group for our vendors at <https://www.facebook.com/groups/pvwccrafftshow/>.

-PAYMENT: If you owe a balance due and pay online please send that amount via Paypal to [pvwcrafftshow@yahoo.com](mailto:pvwcrafftshow@yahoo.com). You can send this via friends and family option to avoid fees.

-For Fastest Application Processing: you may pay online using PayPal (no account is necessary). See the website at [pvwcky.net](http://pvwcky.net) for instructions or our Facebook Vendor Group. If paying by check please make checks payable to the Pewee Valley Woman's Club (PVWC) and mail with YOUR 3 PHOTOS AND A SELF-ADDRESSED STAMPED ENVELOPE to: **5208 Arrowshire Drive, LaGrange, Ky 40031**

-This year we are asking each vendor) to donate either a gift certificate of \$10 or a \$10 or higher valued item for our raffle that will be held the day of the show. We will end the raffle at 2pm so that shoppers have an opportunity to use their gift certificate that day.

For more information or questions, please call me, at 606-465-5095 or you can e-mail me at [pvwccraftshow@gmail.com](mailto:pvwccraftshow@gmail.com). An application, PayPal registration link, Flyer and information are available at our web site at [www.pvwcky.net](http://www.pvwcky.net)

Cordially,  
Rose Heite  
(Craftshow Chair)

**Phone**  
Rose 502.744.4194