

9/10/21

Greetings St. Gabriel Craft Vendors,

We are planning the St. Gabriel Craft Sale for **Saturday, October 23rd, 2021**. The sale will run from **9 am to 3 pm**. The space sizes are approximately 10x6 and will include 2 chairs. The cost of the space will be **\$30.00**. You can purchase use of an 8 foot table for **\$5.00**. Electricity is limited and will be an **additional \$5.00**. If you are bringing your own set up, **YOU MUST STAY WITHIN THE 10x6 SPACE**. The floors will be taped to mark the space you will be assigned. To maximize vendor space and to account for changes to the building, we are in the process of re-doing the maps from previous years. Locations might be slightly different than in past years but we will attempt to keep you in the room you have been in during past years.

We are attempting to have some spots available if you want to be separated from other vendors, but please realize that social distancing will be challenging with an indoor event at the size we are accustomed too. We will encourage vendors and customers to wear masks, but this is optional. If possible, please have hand sanitizer available for you and your customers. We will have several containers available at the doors and in other areas in the building.

Please fill out the enclosed registration form **CLEARLY AND COMPLETELY**. Please answer all questions as this will help us in assigning locations. Spaces might be limited, so send your form back soon. If you prefer, you can complete a Google form (<https://docs.google.com/forms/d/e/1FAIpQLSffUZm4R5CJZTmWCH-HuAunOC3BmhqWCemXZi3bBeFnOajDsw/viewform?vc=0&c=0&w=1&flr=0>) to get us your information. However, we need you to sign the enclosed form and mail back with your check go reserve your spot.

We will **HOLD** all checks in the event that the Diocese of Green Bay cancels the event. Unless the Diocese changes policy, we will be holding the event. In the event things change, we will do our best to communicate with you in a timely manner. Your cancelled check will be your receipt. Please send the completed form and check to: Kris Rubbert, 100 Regent Place, Neenah, WI, 54956.

Set up will begin at **7 am** the morning of the event. You **MUST CHECK IN** with the door monitors so we can show you where your assigned space will be. We will have helpers at the doors to assist you with getting your items to your spot.

Peace and Blessings,
St. Gabriel Craft Sale Committee

Kris Rubbert
Committee Chair
920-722-8927