|  |  |
| --- | --- |
|  | 1025 South Hill St. | Griffin, GA 30224770-227-9187kogfairvendor@gmail.com |

Dear [VENDOR’S NAME],

We hope this letter finds you well. As the organizers of the 2024 Kiwanis Fair, we are thrilled to extend an invitation for you to participate as a vendor in our upcoming event, which will take place from September 20th to September 22nd, featuring our Craft Fair.

Enclosed with this letter, you will find our Inside Vendor Form, which outlines the details of the event and the requirements for vendor participation. Please take a moment to review the form thoroughly and complete all necessary information.

Here are some key points to note:

1. Event Dates: The Craft Fair will be held from September 20th to September 22nd.
2. Vendor Space Options: We offer two space options: 10x10 for $50 or 10x20 for $100. Please indicate your preferred space size on the form.
3. Additional Services: Electricity is available but limited. Please note that there is an additional $10 charge for electricity, and it will be allocated on a first-come, first-served basis. No generators will be permitted. Rectangle tables (6ft or 8ft) are available for rent at an additional $10 per table.
4. Booth Requirements: To maintain the integrity of our venue, please refrain from using staples, tape, nails, or any adhesive materials on walls or floors.
5. Responsibility: It's imperative that vendors keep their booths clean and secured during all hours of operation. The Kiwanis Fair Association is not liable for any lost, damaged, or stolen items from displays.
6. **Please send photo of your set up/display of your booth of handcrafted items, homewares, jewelry, and homemade goodies along with** **a contact phone number to** **kogfairvendor@gmail.com** **with** Subject**: Inside Vendor with your Booth name.** When your booth has been approved you will receive a call and asked to complete 2024 Kiwanis Fair Inside Vendor Form and submit with your payment to address provided on form. For credit cards or cash payments, please contact Gwen at 770-227-9187

Once you have completed the form, please mail it along with your payment to the address provided on the form. For credit card or cash payments, please contact Gwen at 770-227-9187 after your booth has been approved.

We believe that your participation will contribute greatly to the success of our event. If you have any questions or need further information, please don't hesitate to contact us at kogfairvendor@gmail.com or by calling 770-227-9187.

Thank you for considering joining us as a vendor at the 2024 Kiwanis Fair. We look forward to welcoming you and showcasing your offerings to our attendees.

Warm regards,

Amy M Dunham