

DE-MD-DC Division IAAP Crafting Showcase

Saturday, February 27, 2010

9:00 am – 5:00 pm

Sheraton Columbia Hotel
10207 Wincopin Circle
Columbia, Maryland 21044

Dear Crafting Vendor:

The DE-MD-DC Division of the International Association of Administrative Professionals® (IAAP) is hosting a CRAFTING SHOWCASE on Saturday, February 27, 2010 at the Sheraton Columbia Hotel and we are looking for craft vendors to teach a variety of crafting techniques such as knitting, flower arranging, scrapbooking, card making, etc.

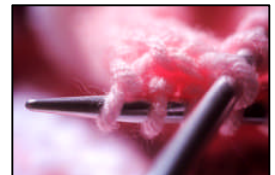
The event will be set up so that attendees can go from booth-to-booth to sign up and attend your crafting class or make-n-take table and you may charge a minimum fee for make-n-take projects which are pre-approved by the IAAP Crafting Showcase Committee. Class samples and sign ups will be posted on the DE-MD-DC Division website.

We invite you to be a vendor. The vendor fee is \$50.00 and includes lunch and two tables either rectangle or circular. We encourage each vendor to donate a door prize (or prizes). We hope there will be lots of great prizes and make-n-takes to encourage shoppers.

Please let us know if you are able to vend so we will know if we should look for other vendors.

Sincerely,

Crafting Showcase Committee



DE-MD-DC Division IAAP Crafting Showcase

Rules and Procedures

Please read carefully. If there are any questions, call one of the Committee Members.

- Each company will only have one vendor space, i.e. there will only be one Creative Memories representative, etc. Your space is not reserved until payment is received.
- Only vendors selling and/or demonstrating crafting techniques will be permitted.
- Each vendor spot can only represent one direct sales company, i.e. a Picture Perfect rep and a TLC rep cannot share a vendor space. If you would like to represent more than one company an additional fee applies.
- Vendor spaces are \$50.00 each and include two tables. Tables may be rectangle and/or circular. You may set up display racks behind the table if space allows. You may also bring additional tables. We will try to be lenient on the amount of space you get. The fee also includes lunch.
- In addition to the vendor fee, you agree to donate prizes to be given away to shoppers. A variety of prizes in a wide price range is needed. Please let us know what you will be donating in advance, if possible.
- **Registration and payment is due January 31, 2010.** For planning purposes, please contact a Committee Member right away if you are planning to vend.
- You may hand out literature and/or samples that pertain to your business. You are not allowed to distribute material for additional businesses.
- Vendors are **strongly encouraged** to do a demonstration or Make-n-Take at their table. Other Expos that were held indicate that Make-n-Takes were the favorite part of the Expo and people stayed longer because of them. If we have details in advance of your Make-n-Take, the information will be included in the advertising as well as displayed on the Division website. You may bring a small table for your Make-n-Take or use part of your display tables.

- Vendors may teach classes. Teachers are required to provide all materials and tools needed for the class. The DE-MD-DC Division IAAP will collect all fees from all classes and then pay the teachers. The DE-MD-DC Division IAAP will keep \$1.00 per student out of your class fees. You may charge an extra \$1.00 to cover this fee. Class descriptions and photos are due by January 31, 2010 so they can be displayed on the website and advertised. The sooner you get the information to us, the more we can promote your classes.
- There will be no refunds.
- You agree that you will not hold the DE-MD-DC Division IAAP responsible for any supplies, inventory, or tools that are lost or stolen.
- Set up will be from 7:00 AM to 8:45 AM on Saturday, February 27, 2010. All vendors should be set up by the start of the event. No late set ups.
- If you teach classes, it is your responsibility to have someone watch your tables while you are away.

DE-MD-DC Division IAAP Crafting Showcase Committee

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DE-MD-DC Division IAAP Crafting Showcase - Registration

Vendor fee which includes two tables and lunch \$50.00 \$ _____

Additional tables \$10.00 per table
Number of tables needed _____ \$ _____

_____ I will provide a Make-n-Take or demonstration at my table. Please provide a description or send details by January 31, 2010.

Description of door prize(s) donated _____

Class information: Please include the following information for all classes that you will be teaching. You may add additional classes to the back or attach extra sheets.

Name of class: _____

Class description: _____

How long will the class take: _____

Skill level: _____

What supplies will they need: _____

Price: _____ Maximum Number of students: _____

I have read the rules and procedures for the **DE-MD-DC Division IAAP Crafting Showcase**. I agree to abide by all rules.

Signature

Contact _____

Business Name _____

Address _____

Phone _____

Email _____

Business website _____

Make checks payable to DE-MD-DC Division IAAP Crafting Showcase

Send registration form and check to:

Patricia L. May CPS/CAP

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