

# Treasures at Trinity

November 12, 2022

9:00am – 3:00pm

Trinity Lutheran Church, School, and ELA  
701 W. Evans Ave

## Welcome back to Treasures at Trinity Craft Fair

Dear Craft Fair Participant,

Yes, it is hard to believe, but we are at the Fun time of year where we are all busy planning and preparing our creations and looking forward to sharing them with the public! We want you to know that Trinity Lutheran School will sponsor a Craft Fair, and that we would love to have you join us! We are centrally located in Pueblo and there will be space for many! We also have ample parking!

Below, please find important information, concerning **Treasures at Trinity CRAFT FAIR!** Please complete and return the form attached, along with your table fee(s), to Trinity Lutheran School 701 W. Evans Ave. Pueblo, CO 81004 ATTN: **Debby Daberkow** Please make checks payable to Trinity Lutheran School

Questions??? ~ Please call Debby or Deann at 719-542-1864

**TABLE RESERVATIONS MUST BE RECEIVED NO LATER THAN October 29, 2022**

### **GENERAL INFORMATION**

**Treasures at Trinity craft fair** will be held, **SNOW OR SHINE**

1. We assume NO RESPONSIBILITY for any loss or damage of items. There will be no security hired for overnight. All items will be left at your own risk. The doors will be locked.
2. An 8 foot table will be provided as well as chairs needed. ~ Cost is \$40.00 per table space / \$50.00 for two tables (same crafter). **Please let us know if you do not need the table(s).**
3. Spaces are reserved on a first come / first served basis. Electricity is limited with a \$5 charge, again on a first come / first served basis. We encourage you to get your reservations in as soon as possible.
4. If you have display racks or backdrops, they must be displayed behind your table, not in the space between your table and your neighbor. This will ensure everyone has the space which they have paid for and reserved.
5. Advertising will be done in the Thrifty Nickel and Facebook along with various newsletters. Posters will be distributed at various locations around Pueblo.
6. Set up time will be from 7:00am – 9:00am on Saturday morning. You may also set up \*Friday evening from 5:30pm – 7:00pm. \*(Please see #1)
7. We reserve the right to review the sale of any items that we deem not necessary in connection with a group of this nature.
8. **You will have to decide how you want to do this.... License and tax rules change all the time** ...We will collect 3.7% City Tax, from each vendor at the end of the day. [You will need to calculate what the tax is on your sales, and then report your total sales with the amount of tax charged on the provided envelope]. If you have a tax license and wish to use it, you will need to provide us with your number for our report.
9. Limited food items will be allowed, such as gift baskets, various candies, jams. Our kitchen will be open with delicious food for breakfast and lunch or and/or snacks.
10. **VERY IMPORTANT!** Saturday morning, after unloading your crafts, we ask that you PLEASE move your vehicle to the parking lot behind our school, or to one of the side streets of the building. This will allow ample parking for our "shoppers", especially if the weather is bad.

Again, we **WELCOME** you to be a part of Treasures at Trinity! Please pass the information to your friends and feel free to post the attached flier at your Church or Workplace.

Thank you!

Debby Daberkow  
Craft Fair Coordinator