

**St. Mary of Nazareth Women's Association**  
**“CHRISTMAS AT THE MANSION” – Holiday Bazaar**

Dear Crafters and Artists,

The St. Mary of Nazareth Women's Association will be hosting their annual holiday bazaar, “CHRISTMAS AT THE MANSION” on **Saturday, November 14, 2009 from 8:00 am to 3:00 pm**. We are inviting crafters and artists who create hand-crafted items to participate. We strive to offer a variety of products for our shoppers.

Single booths (≈70 sq. ft.) are available for a \$50.00 rental fee; large booths (≈ 90 sq. ft.) for a \$75.00 rental fee; double booth (≈ 140 sq. ft.) for a \$100.00 rental fee. Spaces will be taped off for set-up of your display. Table(s) and chair(s) will be made available (see enclosed application). If you have a special need or request, such as electricity, please complete the appropriate area on the application form. Applications will be reviewed by or before July 1, 2009. A notice will be sent to each vendor as soon as a decision is made, whether or not the application has been accepted. Once the application has been accepted, there will be no refunds for cancellation.

If you have not been a part of our bazaar in previous years, please submit with your application two or three color pictures of the kind of product you would be displaying. Remember that all items sold at your booth must be hand-crafted. Please clearly label the pictures with your name; if you would like your photos returned, please enclose a self-addressed, stamped envelope and we will gladly do so.

State law requires that exhibitors pay a 5% Iowa sales tax, plus a 1% Polk County School Infrastructure local option tax. The Iowa Department of Revenue & Finance requires that we submit a list of vendors who participate in our bazaar. If you do craft shows only occasionally and do not have an Iowa sales tax permit number, the State requires that you apply for a temporary permit. The permit application will be available to you when you arrive to set up for the bazaar; please let us know if you need an application.

Advertising will be done by the Women's Association. Announcements will be placed in newspapers throughout the Des Moines area and flyers will be distributed at various locations. Signs will be posted at nearby intersections with directions to the bazaar. Personal invitations are sent to the shoppers who attended the bazaar last year.

An admission donation of \$1.00 is requested of shoppers. Vendors are not required to pay this admission fee. The money collected from admissions will be donated to local charities. The Holiday Café features homemade vegetable beef soup, fresh-baked cinnamon rolls, sandwiches, and beverages and will be open during the bazaar for everyone's dining pleasure. The Sweet Shoppe will also be open during the bazaar and will sell an assortment of homemade foods donated by our parish families. Coffee and hot cider will be available for a free will offering.

Each year we ask vendors to consider donating a craft item to our raffle. Raffle proceeds are donated to various local charities identified by the Women's Association members. Previous recipients of raffle and admission proceeds have been Catholic Charities, Amanda the Panda, St. Mary Family Center, and others. Raffle items, with a note identifying the donor, are displayed at a table in the bazaar area. Chances are sold at \$1.00 each or 6 chances for \$5.00. Drawings will be held at intervals throughout the day of the bazaar. If you are interested in donating a crafted item, please let one of the bazaar committee members or officers know on Friday, if possible.

We are asking vendors to honor the bazaar opening and closing times. Early breakdown of booths is perceived as being disrespectful to our customers who may choose to shop at the end of the day and to the Bazaar itself. Christmas at the Mansion is a time-honored tradition at St. Mary's with many hours of Women's Association members, parishioners, and parish staff time going into the preparation and running of the Bazaar. All vendors are expected to remain open for the full time of the Bazaar. Your cooperation regarding this is most appreciated.

We look forward to receiving your application and hope to have you with us for the 2009 “CHRISTMAS AT THE MANSION”. If you have questions, please contact Barbara Cochrane at 515-270-6653 or [bcochrane@mchsi.com](mailto:bcochrane@mchsi.com)