

Holiday Craft and Vendor Fair – Vendor Table Guidelines  
Saturday November 13, 2021  
American Legion Auxiliary Unit 694 – Legion Way, Marina CA 93933

1. The Vendor Participation Fee is \$40 per table and includes a 6-foot table and two chairs. If you are a 694 member whose dues are paid for 2022 and reserve your table by 1 Nov, will receive a \$5 discount (up to 2 tables). This event is a fundraiser. All proceeds will be for our nonprofit organization American Legion Auxiliary; which will help support the many programs we do for our Veterans and Community. Please make your checks or money orders payable to ALA Unit 694 and mail to the address on the signed Vendor Application.
2. Set up is at 08:00 am. All tables must be completely set and ready for customers by 08:45 a.m.
3. **All vendors are required to keep their table set up and remain at the event until 3 pm; no leaving early permitted.**
4. Each vendor is required to leave their area as it was when they arrived. Remove all products and marketing materials from your space at the end of the day, anything left behind will be discarded.
5. The event coordinator is not responsible for any lost or stolen property.
6. Each vendor is encouraged to decorate his/her table according to their personal taste.
7. Vendors should be prepared to deal with cash and credit card transactions, if possible. The event coordinator will not be responsible for making change or collecting any sales for individual vendors.
8. We will be selling food at the Craft Fair so you are welcome to eat from the Legion or plan to bring your own snacks and beverages to consume throughout the day.
9. Each vendor is encouraged to collect names, emails and other contact details to grow their business database. This is not the responsibility of the Event Coordinator.
10. If you have any questions, please contact Event Coordinator, Sherryl Panek 831-238-4795 or email [sherryl.panek@gmail.com](mailto:sherryl.panek@gmail.com).
11. Sign the attached Vendor Application **No later than November 6, 2021** and mail with payment to guarantee your vendor table.

Thank you for making our event a huge success!