

## LADIES AUXILIARY TO THE UNION BRIDGE FIRE COMPANY

Dear Vendors:

It is time to start planning our Christmas Mart for November 2022. Those vendors and the terrific public response helped to make our Christmas Mart successful.

The guidelines for our 2022 Christmas Mart are as follows:

- The Christmas Mart will be held on Saturday November 26, 2022 at the Union Bridge Fire Hall from 9:00 am to 2:00 pm.
- Our doors will be open at 6:00 am on Saturday, November 26, 2022 to allow you to set up your crafts and products. It will be necessary for you to vacate the premises by 5:00pm. However, we ask that vendor do not tear down their stands prior to 2:00 pm.
- We ask that all vendors have their tables set up by 8:30 am. If a vendor can not show up on the date of the Mart, or anticipates running late due to an emergency, they should contact the undersigned as soon as possible. Failure of vendors to arrive at the fire hall by 8:30 am shall result in forfeiture of space and deposit.
- If you wish to set up on Friday after 12:00 pm let me know on your registration form so I can be expecting you.
- The fire company will provide a space approximately 8 foot long table and chairs. The cost of this space is \$25.00. If card tables or racks are required for your craft or product, you will need to provide these items. Please be sure to keep all tables and racks, etc. within your designated space. Or you will be charged for an extra space.
- Due to limited space there will be a three table limit per vendor.
- Please note that nothing can be attached or taped to the walls or ceiling of the fire hall.
- We ask each vendor to donate a door prize from your table; they will be collected in the morning. We use them to raffle off every 15 minutes thru the day.
- All food will be furnished by the Union Bridge Fire Co Ladies Auxiliary. Vendors will not be allowed to sell food items. Breakfast sandwiches, lunch and refreshments will be sold throughout the day.
- The Christmas Mart will be advertised in the newspaper, on the radio, and by posters and flyers at different locations. Anyone desiring posters and flyers, should contact Missi Green at 443-340-9462 or [Missiubfcla@aol.com](mailto:Missiubfcla@aol.com)
- For any returned checks there will be a \$10.00 fee in addition to the original amount of the check, which will be accepted only in a money order. You will have 5 days after notification to satisfy this obligation.