



CAMILLA HALL
100 MAXIS DRIVE
MALVERN, PA 19355
610-386-2000

EVENT EMAIL:
CAMILLAOKTOBERFEST@GMAIL.COM



August 2023

Dear Crafter,

A special “Hello” to all of our friends who joined us last year for our Annual Oktoberfest, and first ever, Craft Fair. We are so grateful for the wonderful spirit you added to this special day and we so look forward to having you join us again this year. To those of you who are new, we welcome you and we thank you for your consideration in joining us on October 7th 2023! We look forward to a wonderful day!

Camilla Hall, the Convent Home and Healthcare Center of the Sisters, Servants of the Immaculate Heart of Mary, invites you to participate in our annual Oktoberfest and Craft Fair.

- When? Saturday, October 7, 2023
- Time? 10AM to 4PM
- Where? Camilla Hall, 100 Maxis Drive , Malvern, PA 19355
- Event? Outdoor Event
- Price? *\$65.00 per lawn space (11’x11’)

Tents: You may bring a 10X10 tent per each lawn space. If you bring a tent, **it must be secured with the recommended minimum of 20 lbs. per leg.*

About the Fair:

The Oktoberfest takes place on the grounds of Camilla Hall. It consists of a white elephant sale, food concession sales, children’s games, money chances, gift ticket sales, theme basket raffle, merchandise tables, a craft fair area, and much more.

To ensure the success of this event, the Camilla Oktoberfest and Craft Fair will be widely advertised using social media, flyers, print advertisements and signs.

Registration fees for the day benefit the Sisters, Servants of the Immaculate Heart of Mary at Camilla Hall.

If you are interested in registering for participation in this year’s event, see the attached registration guidelines to be sure you qualify, then you can register by filling-in the enclosed form or by completing the digital form located [here](https://forms.gle/kJPdxyuSg8GcBqCx5) (https://forms.gle/kJPdxyuSg8GcBqCx5). After we receive your registration, a confirmation will be sent with event guidelines and next steps. Please help us spread the word by sharing this information with your crafter friends!

Registration payment (\$65.00 per lawn space) may be sent:

- CHECK: Attn: Oktoberfest-Sister Rose and Sister Monica, payable to Camilla Hall Oktoberfest, 100 Maxis Drive , Malvern, PA 19355
- PayPal:
- Venmo:

Also, we kindly request that you donate an item valued at \$25. for us to raffle-off during the event (please also include your business card). A separate raffle table/tent will be located in the area of the crafters for these items and a map of crafter locations will be available. Thank you for your consideration in helping us to make this a wonderful day for our IHM Sisters and our surrounding communities.

Sincerely,

Sister Rose Mulligan, IHM

Sister Monica Sicilia, IHM

Co-chairs

CAMILLAOKTOBERFEST@GMAIL.COM

Registration Form

Name of Crafter: _____

Address: _____

City: _____ Zip: _____

Phone: _____

Email: _____

Products/ Sale Category: _____

Please provide sample images of your products when returning this form.

Lawn Space : \$65.00 per space (11'x11', lawn space) x _____ = # of needed spaces

Crafters must provide their own tables and display materials. Chairs will be provided. *You may bring a 10X10 tent per each lawn space. If you bring a tent, **it must be secured with the recommended minimum of 20 lbs. per leg.***

*Limited electricity is available and not guaranteed.

If available, would you need electricity?

Yes No

What to expect next:

After we receive your intent registration, you will receive an email confirmation of acceptance for participation in this year's event. This email will contain an official welcome packet, outlining more detailed information and guidelines about the day.

Thank you so much for your interest.

Sincerely,

Sister Rose Mulligan, IHM

Sister Monica Sicilia, IHM

Co-chairs

Registration Rules and Guidelines

Date/Time	Saturday, October 7, 2023 10AM to 4PM
Booth space cost	Lawn Space: \$65.00 per space (11'x11', lawn space (Bring your own tables. Chairs provided.)
Set-up Time	Saturday, October 7 from 6AM-9:30AM (there will be help available to get materials to your assigned area)
Clean-up Time	Saturday, October 7 from 4PM-6PM *Crafters may not begin to break-down before 4PM.
Contact Information	Primary Event Email: camillaoktoberfest@gmail.com Sister Rose Mulligan s.rose.mulligan@gmail.com 484-889-7878 Sister Monica Sicilia monicasiciliaihtm@gmail.com 570-807-3468

We ask that the following rules be observed. Please read and retain a copy for your records.

- **All items must** be handmade crafts and/or original work. No retail, wholesale, imports or collectable items.
- Crafters must have a completed registration form, signed rules and guidelines form and payment submitted in order to be admitted to the craft fair area.
- Booth spaces are assigned by Oktoberfest committee members.
- All booths must be open and monitored by 10AM, and throughout the time of the event.
- Camilla Hall is not responsible for theft or broken items.
- Crafters are responsible for providing their own tables, decorations, tablecloths, etc. You will be supplied with 2 chairs.
- Crafter items must remain in the boundary of the assigned booth area. Strolling crafters are not permitted throughout the property.
- No hemp, CBD products, weapons or live animals of any kind may be sold.
- Home-made foods may be sold with proof of food license. No commercially produced foods may be sold.
- Food concessions will be available for purchase during the time of the event.
- Do not leave your booth unattended. Crafters need to remain with their booth at all times with the exception of restroom breaks and food breaks. Volunteers will be available to monitor your booth for short breaks, if needed.
- Crafter items must be in good taste. No vulgar or offensive materials may be sold on Camilla Hall premises.
- All registration fees benefit the Sisters, Servants of the Immaculate Heart of Mary at Camilla Hall.
- Crafters are responsible for making their own change for sales.
- Tents may be erected on external lawn space but must fit in the 11'x11' space.
- The event property is SMOKE FREE and PET FREE (unless a service animal is needed)

All crafters are considered guests of Camilla Hall and must behave appropriately throughout the time of the event. If the above rules are not followed, crafters may be asked to remove products for sale or may be asked to leave the premises.

By signing, I hereby acknowledge these rules and agree to comply:

Signature

Date