

St. Mary Magdalene Annual Craft Show Application - 2026

APPLICATION DEADLINE: August 15, 2026

ACCEPTANCE NOTIFICATION: August 20, 2026

PAYMENT INFO WILL BE INCLUDED IN ACCEPTANCE NOTIFICATION

DATES:

SHOW - Saturday, December 5, 2026 from 9am-3:00pm

SET UP - will be on Friday, December 4, 2026, 6:00-8:00pm or Saturday, December 5, 2026, 7:00-9:00am

WHERE: St. Mary Magdalene - 32114 Vine St, Willowick, OH 44095

Contact us at: SMMHolidayCraftShow@gmail.com

Welcome to the APPLICATION PROCESS for the 2026 St. Mary Magdalene Craft Show. You are invited to apply to display your art and craft works in our upcoming show. Direct sale vendors are also invited to apply.

Please read the following information carefully.

Every Artisan/Vendor must complete an application and submit three photos. There are no exceptions. If photos are not submitted, your application will not be reviewed. Please note: we are accepting a limited number of vendors. The form below is the first step in the selection process.

If you have participated in the past and have a space preference, please note that below with as much detail as possible. Space requests are taken into consideration but are not guaranteed. Any vendor who chooses to dispute his/her placement at the show may be asked to forfeit their space and will not receive a refund.

Refunds will only be issued as follows: Full refund if cancellation is received 30 days before the event; cancellations within 30 days will only be allowed if your assigned table can be resold. No refunds or cancellations within 7 days of the event.

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First Name

Last Name

Email Address

Address

Phone Number

Company Name

Website address, Facebook/Instagram page, or Etsy shop information (if applicable)

How many table/booth spaces are you requesting? (we will do our best to meet your request) Cost \$30 per table/booth

Electricity: Do you need access to an outlet?

Do you give permission for St. Mary Magdalene to use photos of my work for social media/publicity.

Are you a returning vendor?

Product Description (please check) ☐Apparel/Jewelry/Accessories ☐Candles/Wax Warmers
☐Ceramics/Pottery ☐Christmas Themed/Décor ☐Floral ☐Food ☐Glass☐Lawn/Garden☐
Painting/Drawing ☐Paper ☐Personal Care ☐Pet ☐Photography ☐Sports ☐Wood

☐Other

What are your price points?

Are you a parishioner of St. Mary Magdalene?

Please upload three photos of the product you would like to sell at the show. If you are having troubles, please email images to SMMHolidayCraftShow@gmail.com with your business name in the subject line and 2026 application images.

Please read the details below and type your initials _____

1. VENDOR DETAILS:

All items displayed at this show are to be unique handcrafted items and direct sales vendors must have inventory to sell, not just ordering. Whether a product or material may be exhibited and/or sold at this event is within the sole discretion of the St. Mary Magdalene Craft Show Committee.

2. FEES:

\$30.00 fee for one booth space which includes one 6ft. table and two chairs.

\$10.00 fee for electrical use (optional).

3. ELECTRICAL:

If you need electricity for your booth space, there will be a \$10.00 fee that will be added to your invoice. Extension cords are prohibited by the Fire Marshall. The Fire Marshall will only allow long cord surge protector power strips. All cords must be taped down. St. Mary Magdalene will do their best to accommodate your request for electricity as there is a limited number of wall spaces available.

4. PHOTOS:

Artisans and vendors must submit (3) photos with their application. Please upload to this application or email your photos to SMMHolidayCraftShow@gmail.com and include your name and company name in the email subject line. Photographs will not be returned and become the property of St. Mary Magdalene. If you do not submit 3 photos with your application, your application will be deemed incomplete and will not be reviewed for acceptance.

5. VENDOR DONATION:

Vendors are required to donate an item for the door prize raffle (\$20 value/ Food Vendors-\$10 value). Donations will be collected on the day of set up. Please attach a business card to your donation. Vendor donations will be used for our Door Prize raffle.

6. SIGN IN:

You must sign in at the VENDOR REGISTRATION TABLE before you set up. At this time, we will collect your donated item and give you your information packet. Please note you will receive two VENDOR name tags and will be required to wear it throughout the event.

7. UNLOADING/LOADING:

There will be a few volunteers who will be available to help unload/load vehicles, if needed. The day of the show, please move your vehicles to the far end of the parking lot so our patrons have room to park.

8. SET UP:

Set up will be on Friday, December 4 from 6:00 PM – 8:00 PM. You may also setup the day of the show beginning at 7:00 AM.

***** Doors open to customers on Saturday at 9:00 AM. *****

9. BOOTH SPACE:

Booth spaces will be assigned by the show coordinators. Vendors must ensure that their display fits within their allotted space and must not extend into aisles or neighboring spaces. You will be provided with a 6ft. table with 2 chairs as part of your booth space. Each display space is 6ft. long, 4 ft. deep with 2 ft. between each crafter. The 6ft. table fits in this space.

10. SPACE INFRINGEMENT:

This will not be tolerated. This creates a variety of problems including blocked walkways, upset Vendors, and safety issues. We strive to treat Vendors with respect courtesy, and expect all Vendors to do the same.

11. BREAKDOWN:

The show ends on Saturday, December 5, at 3:00PM. Under no circumstance are Vendors permitted to break down the display tables prior to 3:00pm. Artisans are responsible for their display spaces. Before leaving, please make sure your area is clean and trash free.

12. HOSPITALITY:

Snacks/Beverages will be available for purchase.

13. RAFFLES:

We will offer a variety of raffles to our guests this year which include: 50/50 and the Door Prize Raffle.

14. ACCEPTANCE:

St. Mary Magdalene Craft Show reserves the right to decline any application for booth space for any reason. Applicants may also be placed on a waitlist. Upon acceptance, a confirmation/acceptance letter will be sent to the selected vendors beginning August 20, 2026. Information regarding payment will also be included. Failure to pay by date on the notification will forfeit acceptance and the spot will be offered to a Vendor on the waitlist. One week prior to the event, Vendors will receive an email/letter containing important details. Booth assignments will be given upon arrival on day of set up.

15. PUBLICITY:

Advertising is extremely important. One way we will get the word out is through our Facebook event page, so please like us at SMM Holiday Craft Show. Artisans will also receive an email with flyers for you to display/distribute at other shows or post on your Facebook and website. Please add our Craft Show to your advertising we will all benefit.

16. VENDOR RESPONSIBILITY:

Vendors will be fully responsible for any loss or damage to his/her property by theft, fire or casualty. St. Mary Magdalene Parish disclaims any responsibility for the same. Vendors shall be responsible for any damages which may be incurred to the facilities as a result of or in connection with its operation. Each Vendor is responsible for the conduct of his/her employees and/or representatives, and activities must not distract from the welfare of the show.

17. CANCELLATION OF SPACE:

Refunds will only be issued as follows: Full refund if cancellation is received 30 days before the event; cancellations within 30 days will only be allowed if your assigned table can be resold. No refunds or cancellations within 7 days of the event. St. Mary Magdalene is not liable if weather or conditions prevent the Artisan from attending and fulfilling the contractual obligation as a Vendor.

18. INDEMNIFICATION:

Vendor agrees to indemnify and hold harmless St. Mary Magdalene sta /volunteers and St. Mary Magdalene Parish from and against any loss, expense, claims, damages, causes of action, injuries, suits or damages, suits to person or property, including attorney's fees, arising out of or related to the operation of the Vendors at the St. Mary Magdalene Craft Show. We make no guarantees regarding the number of attendees or individual sales.

Thank you so much for your interest in our 2026 Craft Show and taking the time to fill out this Application. We look forward to a wonderful event! We will be contacting you soon.

God Bless!