



MONTGOMERY VILLAGE FOUNDATION, INC.

10120 APPLE RIDGE ROAD
MONTGOMERY VILLAGE, MARYLAND 20886-1000

(301) 948-0110 FAX (301) 990-7071 www.mvf.org

December 2011

Dear Crafter or Vendor:

The spring shopping season and Mother's Day are right around the corner. Montgomery Village Foundation is proud to continue our new tradition by offering the 4th annual Spring Shopping Boutique! The Shopping Boutique will be held on **Saturday, April 21 from 9 a.m. to 3 p.m.** at Lake Marion Community Center, 8821 East Village Ave., Montgomery Village, MD 20886. Admission for shoppers is free!!

We want to encourage all types of crafts and products at this event, so we will have spaces available for handmade, as well as commercially produced and non-handmade products. In order to guarantee the quality of the event, all items to be displayed **MUST** be reviewed by MVF staff. This can be done in one of 4 ways:

1. Bring a sample of your products to the MVF office for review
2. Mail in photos of your products to the MVF office for review
3. Email pictures or send a link to the website of your crafts to rhanlen@mvf.org
4. If you are a **returning vendor** to either the Shopping Boutique or Craft Bazaar, we may have your previously submitted photos on file. Please email rhanlen@mvf.org to let me know you are interested in registering and will have similar products; this way, I can let the office know you have been approved without re-submission

Registrations are not complete until crafts have been reviewed. Also, please note that the spaces for jewelry vendors have been limited; **we will allow a maximum of 15 jewelry vendors.** Additionally, we will only have **one vendor** of a particular brand (ex. Avon, Tastefully Simple, Silpada jewelry, etc.), so please specify which organization you represent upon registration.

Spaces are 8' x 6' and include one 6' x 2 ½' table and one chair. You may bring additional display items, so long as everything fits within your space. **Spaces for those that qualify as handmade crafts will cost \$30/space for Village residents and \$35 for Non-residents. Spaces for commercially made or other items will cost \$40/space for Village residents and \$45 for Non-residents. Electricity will be available at a limited number of spaces for an additional \$5 per table.** Registrations will be accepted on a first come, first serve basis, with participants selecting their table spaces at the time of registration.

Crafters will be given the opportunity to set-up either Friday, April 20 from 5:30-8:00 p.m. or Saturday morning beginning at 7:30 a.m. We encourage vendors to take advantage of the Friday evening set-up to be sure your space is ready to go when we open the doors to the public.

If you have any questions, please contact Rob Hanlen at 301-948-0110, ext. 2361 or via email at rhanlen@mvf.org. We hope you will join us for the 4th annual Spring Shopping Boutique!

MVF SPRING SHOPPING BOUTIQUE

GENERAL INFORMATION:

- The Shopping Boutique is held on Saturday, April 21 at Lake Marion Community Center, 8821 East Village Ave, Montgomery Village, MD 20886 from 9 a.m.-3 p.m.
- Vendors may set-up either Friday night, April 20 from 5:30-8 p.m. or Saturday morning from 7:30-9 a.m.(we encourage you to take advantage of the opportunity to set up on Friday night)
- Tables are 6' x 2 1/2' (8' x 6' space w/one chair)
- Spaces for handmade items cost \$30/Village resident & \$35/Non-resident. Spaces for retail items cost \$40/Village resident & \$45/Non-resident.
- Additional \$5 for electricity at selected spaces
- All crafters will be required to stay until the end of the show (those leaving early may not be asked back next year).

SPRING SHOPPING BOUTIQUE REGISTRATION FORM (4045.201)

Name _____ Phone _____

Address _____ Email _____

City _____ State _____ Zip _____

Description of Art/Craft/Product (You must list all items to be sold) _____

Space/Area Preference: _____

See map enclosed. Every effort will be made to accommodate your request.

AMOUNT ENCLOSED: _____

Fees:

Handmade Vendor –

Montgomery Village Residents - \$30/space; Non-residents - \$35/space

Retail Vendor –

Montgomery Village Residents - \$40/space; Non-residents - \$45/space

Electricity – \$5/space

CHECKS PAYABLE TO: MVF, 10120 Apple Ridge Rd., Montgomery Village, MD 20886

**QUESTIONS: Contact Rob Hanlen, Lake Marion Center Director, at 301-948-0110, ext. 2361
or email rhanlen@mvf.org**