

The American Church in Paris

Marché de Noël 2015 - Christmas Fair 2015

Registration Form
Website: www.acparis.org

Name: _____

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Address: _____ Postal code: _____
City _____

Telephone: _____ Email: _____
{Please print carefully}

Please circle your choice.

- **Full Table 60 Euro** 180cm x 75cm
- **1/2 Table 30 Euro** 90cm x 75cm
(You will be sharing a table with someone, your choice or we will assign another ½ table person.)
- **Space only 45 Euro**, no table provided: 200cm x 100cm (Your table must be within this size.)

You will be asked to donate an **item(s)** for the drawing with a **minimum value of 15 Euro**.

Item(s) to be donated: _____ Value: _____ Amount
enclosed: _____

Make check or money order (*mandat postale*) **payable to The American Church in Paris**. All entries must be paid and pre-approved **before November 11**. Please check the website, as you will be added to the website as you are approved.

If you have questions or need assistance, phone Kristie at 06 67 32 65 61 or email kristieworrel@hotmail.com

Mail this form and check or *mandat postale* to:
Mme Kristie Worrel, ACP Christmas Fair Coordinator, 22 Ave. Gallieni, 78110 Le Vesinet

Please send a digital photograph via email suitable for the website of a sampling of your items, (or regular photo by mail with the form) with a description of what you sell and the exact info about you that you want put on the web; including a website address if you have one. **Your merchandise must be pre-approved by designated ACP Marche de Noel person(s). No sales of certain edible items are allowed. See second page of form.**

Price range of

Art/Craft/Merchandise: _____

There is no guarantee for location. If you attended in the past, what was your location?
(Main floor, Second floor or Library?) _____
See second page for other restrictions and notes.

Date of fair: Saturday, November 14, 2015
Open to public: 11h to 17h
Set up: 9h to 11h
Take down/Clean up: Starting at 17h

RETURN THIS FORM WITH PAYMENT

The American Church in Paris Marché de Noël 2015 - Christmas Fair 2015

The American Church in Paris hopes this is a pleasant experience for all concerned. As it is too early for the Church to decorate for Christmas, we encourage you to decorate your table/area for a more festive look.

Reminders for those who are participating:

- 1. Have your donation item(s) ready to be picked up by 10h30 the day of the fair. Do not forget to include the price, your information and description of your item(s).** This will help those in charge of the drawing to have the information they require when selling tickets. Do NOT wrap your item, unless the paper is clear and what is within can be seen. If you wrap it, it will be unwrapped.
- 2. No nails** are to be put in the walls or floor. Display your items on the tables provided, or, by what ever display you provide **WITHOUT** attaching it to the wall or floor by means of nails, screws, or tacks.
- 3.** Please provide your own table cover. If you are sharing a table, be considerate of your table-mate and only use your **HALF** of the table.
- 4.** All art/crafts must be pre-approved. We will be limiting the number of duplicate vendors this year; past approval does not guarantee your entrance this year. Please provide a photocopy, digital photo or regular photo of your items when making your reservation to help facilitate this procedure. The photocopy/picture will be kept on file with the registration form for the church records. Information needed for the website:
 - A) 1-3 digital photos giving a variety of examples of your craft.
 - B) A website address if you have one.
 - C) The exact information you want to show on the website, (i.e. name, business name, craft description). If you cannot provide a digital photo, a regular photo will be converted to a digital and put on the web.
- 5. Not allowed:** Sales of cookies, bars, sandwiches, or food items that can be eaten on site. We **will allow** processed items that are to be taken home and eaten, such as jams, jellies, certain types of cakes, wines, champagne, etc.

6. Be sure to contact your friends with the website address and send out your own invitations to the event. This will help increase the publicity. Flyers can be emailed for your printing, contact Kristie (see below).
7. **Entrance fees are to be paid and received before November 11!** *Mandate postal*, check, or cash are the only forms of payment accepted. The checks will be held until the day of the fair. If you are unable to attend, 1 week **advanced** notice of cancellation is normally required for a refund. If you do attend and have not cancelled, your check will be cashed and not refunded. Fees, form and other information requested are needed for approval.

To **cancel**, or **check on your status**, contact Kristie at 06 67 32 65 61 or email kristieworrel@hotmail.com

When/if you have been approved your information will be put on the website. You can go to www.acparis.org and click 'Marché de Noël'. Your name or business name will show on the left, normally in alphabetical order. If you do not have internet access you can call me.

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KEEP THIS PAGE OF FORM FOR YOUR REFERENCE