



January XXXXXXXX

Dear Pet Fair Vendor:

On behalf of St. Mary's Animal Welfare League's Board of Directors and the Pet Fair planning team, I would like to thank you for your generous support of Pet Fair 2018. Your participation as a vendor will help us present a fun and memorable day for all fair-goers who join us for this special day.

Here are a few things you'll need to know to help prepare for the fair:

- Set-up is from 7:30 a.m. until 9:30 a.m. on Saturday, May 19<sup>th</sup>. Please enter the fair via the side gate to the fairgrounds (off of Fairgrounds Road). Stop at the office (which will be on your left after you enter the gate) and someone will direct you to the vendor area.
- Please have your booth set up and ready for operation at 10:00 a.m. All vehicles will need to be in the fair parking lot (and off the fairgrounds) no later than 9:30 a.m.
- You will be provided with a space for your booth. **Please bring your own table, chairs, signs, etc. Also, if you need electric, please bring your own extension cord.**
- While working at your booth, please make sure that your products and workers stay within the designated area of your booth. Please do not move into the area of your neighbor's booth, please respect their business by waiting for fair-goers to approach your booth before you begin discussing your products or services.
- Enclosed you will find posters to help us advertise for our big day. We would appreciate it if you would display them at your place of business to help spread the excitement of our Animal Fair.

Along with being a fundraising event, Pet Fair is a time for us to celebrate the lives that have been saved, and you are a large part of this celebration! Should you have any questions, please give me a call at XXXXXX8 or e-mail me at XXXXX. We appreciate your support and look forward to a great day on May 19<sup>th</sup>!

Blessings,

XXXXXXXXXX  
SMAWL 2018 Pet Fair Vendor  
Coordinator