



HOPE LUTERHAN CHURCH ALTERNATIVE CHRISTMAS FAIR



HELPFUL FACTS & INFORMATION

- Questions and comments can be directed to:
 - Acf.hope@gmail.com
 - Hope Lutheran Church – call (248) 553-7170 and leave a message
 - Hope Lutheran Church Fax - (248) 553-4126
- The Alternative Christmas Fair is held at:
 - Hope Lutheran Church
 - 39200 W. Twelve Mile Road (on the north side of 12 Mile, just east of Haggerty) Farmington Hills, MI
 - Parking is available in designated areas and is free
- Doors are open to public from 10:00am until 2:00pm. You are required to have your booth open for the entire time.
- You should plan to bring table coverings and other items to decorate your table. We generally provide space for one 8' foot table and one identification sign for your table.
- You should bring coins and small bills to make change. We will not be able to provide change of any kind.
- You should bring enough information about your organization to give to each person who stops by your table (500-600 attendees).
- **We encourage agencies to publicize this event with your supporters through your website, calendar or events and publications you advertise in.**
- No rummage or garage sale items please.

- 100% of the funds raised **must** go to your organization.
- An active email address is required with submission of the registration as this is the most efficient way for us to communicate with everyone.
- Our busiest times are in the morning into the early afternoon.

- Your agency is to provide staffing throughout the day except for breaks.
- You will need to check-in from 7:45am - 9:00am before the fair begins, and again at the end of the fair. We ask all vendors to complete an evaluation and let us know how much you made at the fair (this information is kept confidential and is used for cumulative figures only).
- Volunteers are available to help carry items to and from your car.
- Volunteers will be available to give you a lunch break and other breaks if necessary.
- Lunch and snack items are available for purchase during the fair. The revenue from this goes to pay for the expenses and publicity.