

# The Community Church of Sun City

Rev. Dr. Wm Brian Anderson, Senior Minister

June 1, 2026

Dear Vendors:

I have set the date for the 23<sup>rd</sup> annual Arts & Crafts Fair at our church for the second full weekend in November: **Friday, November 13, and Saturday, November 14, 2026, 9 AM – 2 PM each day.** We have a great event planned and know that you will enjoy meeting our patrons, as well as each other, as you share your wonderful talents.

The price of an individual 6-foot table space is \$50 and covers both days. Most of these spaces will be indoor spaces, with a few being offered outdoors as well. We no longer offer the option to reserve a table for one day only – your reservation is for participation on both days of the fair. Additionally, we are offering several outdoor 10 x 10 tent spaces for \$100. These spaces will be available outside of the church on the way to the entrances into the indoor hall. Vendors must provide their own tents/canopies/tables/etc. for these spaces. **For outside vendors**, set-up time is on Friday and Saturday morning at 7 AM (or enough time to set up your display for the fair that starts at 9 AM). Customers are often lined up by 8 – 8:30 AM so please allow yourself time to be ready. There is no overnight security, so we recommend against leaving items outside in between the fair days.

Table reservations are **first-come, first-served**, so please do not delay in returning the reservation form and fees. We have sold out of vendor spaces for the past several years by late summer. **Your cleared check will serve as your receipt and reservation confirmation for the event.**

We will continue to use social media, large banners, press releases, and other means of advertising that we found very successful over recent years in bringing in both customers and vendors to the fair.

Please reference the Vendor Packet attached which includes:

1. Invitation Flyers
2. Disclaimer Form
3. Table Reservation Form
4. Rules and Condition Statement

The Vendor Packet is also available on our web site at [www.ccscsz.org](http://www.ccscsz.org). We encourage you to friend us on Facebook as well ([www.facebook.com/ccscsz](https://www.facebook.com/ccscsz)) and share the event with all of your customers on Facebook.

We had such a good fair last year, and we continue to strive to make it better every year. If you have any questions, please contact me at (623) 696-9570.

Blessings,



Chris Palmer, Arts & Craft Fair Chair

# 23<sup>RD</sup> ANNUAL ARTS & CRAFTS FAIR

FRIDAY, November 13 & SATURDAY, November 14, 2026 9:00AM ~ 2:00PM

## RULES AND CONDITIONS

**ALL VENDORS ARE REQUIRED TO KEEP THEIR BOOTH SETUP UNTIL 2:00PM ON BOTH DAYS OF THE FAIR.**

### TYPE OF CRAFT ITEMS ALLOWED

Items for sale are limited to HAND-CRAFTED art and craft items, ONLY!

### SELLING OF MERCHANDISE

- All vendors are required to price their own merchandise, collect their own monies, and make their own change. **There is NO WIFI (Internet) access at the church.** Be prepared to use your own cellular data if accepting credit card transactions through square, etc.
- Bring a table cover if you wish (always looks better)

### AVAILABLE SPACE

- 6-ft table spaces will be available indoors and outdoors. There will also be 10x10 outdoor spaces available for larger displays using tents/canopies.
- Inside vendors will be furnished a 30" x 72" table and chairs.
- Outside table vendors must furnish their own 6-ft. tables, but we will furnish chairs.
- For all table vendors: Your space is the 6' table and 3' behind the table. Nothing may be put in front of the table, and tables may not be moved or rearranged to expand the spacing. You may place one small table BEHIND your exhibit table.
- Vendors who reserve the outdoor 10x10 tent space must furnish their own canopies/tents/tables, etc. Your display may not exceed the 10x10 size allotted. **Putting stakes in the ground is NOT permitted.** Only weights may be used to secure canopies.

### SET-UP TIME

- Indoor vendors may set up on Thursday, November 13, 2025, from 9:00AM until 5:00PM **sharp.** **Secure your table with a cover before and after fair hours.** Vendors can also set up Friday morning, but all vendors MUST be open and ready by 9 AM each day of the fair.
- For outside vendors, the set-up time is on Friday and Saturday morning at 7 AM (or within enough time to set up your displays for the fair starting at 9 AM). Customers are often lined up by 8 AM so please allow yourself time to be ready. There is no overnight security, so we recommend against leaving items outside in between the fair days. Outdoor vendors can store inventory inside the church narthex between the fair days.
- ALL merchandise must be removed by 3:00 PM after the fair on Saturday, November 15, 2025.

### HOW TO RESERVE A SPACE

Complete the Table Reservation Form, Signed Tax Liability/Disclaimer Form, and make a check payable to CCSC for \$50 per table or \$100 per 10x10 outdoor tent space. Send all items to:

**Chris Palmer, 13647 N. 108th Dr. Sun City, AZ 85351**

**If you reserved a table last year, you would need to send the second half of your payment to complete and secure your reservation. Reservations forms will be offered again this year.**

Table/tent spaces are **FIRST-COME, FIRST-SERVED**. Your cleared check serves as receipt and confirmation of your reservation. If we are sold out of space, you will be notified, and your check will be returned. A waitlist will be formed and managed by the chair.

**Questions — Contact the Arts & Crafts Fair Chair: Chris Palmer, 623-696-9570**

***The Community Church of Sun City***

18401 North 99<sup>th</sup> Avenue (just south of Union Hills Drive), Sun City, Arizona, 85373

# The Community Church of Sun City

Rev. Dr. William Brian Anderson, Senior Minister

## DISCLAIMER

It is our understanding that the Church's insurance coverage does NOT extend to articles of specific value not owned by the Insured.

We must inform you, therefore, that all artwork, crafts, and/or hobbies displayed on the premises is not covered by the Church's insurance policy.

Your homeowner's insurance policy may provide that coverage. As each policy varies, you will need to check with your insurance agent.

Sincerely,

Rev. Dr. William Brian Anderson Date: June 1, 2026

Rev. Dr. William Brian Anderson, Senior Minister

**I have read and understand the position of *The Community Church of Sun City* as stated above.**

Name of Exhibitor: \_\_\_\_\_ Date \_\_\_\_\_

## OFFICIAL NOTICE

To: All Arts & Crafts Fair Vendors:

*The Community Church of Sun City* claims no responsibility for payment of any taxes owed to the I.R.S. or to the State of Arizona in relation of any sales you may make in the display of your crafts at our Arts & Crafts Fair.

In providing display space to you at our Fair in exchange for your donation to help support our church programs, you assume total responsibility for any fees and/or tax liability incurred.

This church has an I.R.S. non-profit organization 501c3 tax exempt status. As such, it does not, and will not, function for the purpose of commercial enterprise. Again this year, upon request from the State of Arizona Department of Revenue we will provide them with the names, addresses, and phone numbers of all exhibitors as compliance with ARS 42-1105.

All fund raising events held on our church property are for the sole purpose of supporting the church and/or its non-profit, legally recognized charitable ministries.

Robert Harloff, Chair, Board of Trustees Date: June 1, 2026

\* \* \* \* \*

**I have read and understand the above-printed information regarding tax liability and the non-profit purpose of this Arts & Crafts Fair. I understand that all applicable tax liability from sales I make at this fair is my responsibility.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

18401 N. 99<sup>th</sup> Avenue, Sun City, Arizona 85373-1650 • Phone 623-977- 4241 • Fax 623-977-0008

Web Site: [www.ccscaz.org](http://www.ccscaz.org)

E-Mail: [admin@ccscaz.org](mailto:admin@ccscaz.org)

Member: National Association of Congregational Christian Churches

**THE COMMUNITY CHURCH OF SUN CITY**

**2026 ARTS & CRAFTS FAIR**

Friday, November 13 & Saturday, November 14, 2026 9:00AM — 2:00PM

**TABLE RESERVATION FORM**

# of Tables Wanted: \_\_\_\_\_  Indoor/Outdoor 6-ft Table \$50 OR  10x10 Outdoor Tent Space \$100

Name: \_\_\_\_\_ Type of Craft: \_\_\_\_\_

Street Address: \_\_\_\_\_ City \_\_\_\_\_, AZ Zip: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Do You Need Electricity?

Please Circle One:

Yes No

Send this form along with your **check payable to CCSC**, and the signed tax liability form to:

Chris Palmer - 13647 N. 108th Dr. Sun City, AZ 85351

Questions? Call Arts & Crafts Fair Chair, Chris Palmer 623-696-9570

**TABLE RESERVATIONS ARE FIRST COME, FIRST RESERVED!**

*Your cleared check serves as your confirmation receipt*

Cut Here ✕

**23<sup>RD</sup> ANNUAL ARTS & CRAFTS FAIR**

*The Community Church of Sun City*

99<sup>th</sup> Avenue, just south of W. Union Hills Drive

**FRIDAY, NOVEMBER 13 & SATURDAY, NOVEMBER 14**

**9:00AM - 2:00PM**

Coffee and light lunch available.

**THINK CHRISTMAS**

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