

# FAQ: What do I need to know about the Oakton UMW Fall Bazaar & Craft Show?

---

## Date & Time of Event

The Bazaar is held annually on the FIRST SATURDAY of OCTOBER from 9 AM – 2 PM. Mark your calendars now and plan to join us.

Oakton United Methodist Church at the corner of Hunter Mill Road and Route 123/Chain Bridge Road in Oakton, Virginia.

2017: October 7	2018: October 6
-----------------	-----------------

**Vendors are asked to be present for the entire event rather than packing up early to go home if the crowd gets slow. No one likes to see empty tables. Please wait until 2 PM to pack up and go home.**

## Who Can Participate?

We generally have a great mix of craft vendors and home-based businesses. We welcome anyone in the community to join us as we raise funds for our ministries, but reserve the right to refuse vendors based on the products to be displayed or having too many vendors of the same type represented.

We only allow one representative from each home sales company (ex: Pampered Chef, Silpada, Tupperware, Creative Memories, Mary Kay, Premier Designs, etc.).

Note: This event is not a yard sale or rummage sale – Crafts, new items, antiques or collectibles and services, please.

## How Do You Advertise?

We have discovered over the years that about 95% of our business comes from the signs in front of the church and word of mouth by our congregation and our vendors. We also advertise the event online @ thepatch.com for Oakton and craigslist.com and have gotten traffic from those avenues over the years as well.

We have placed paid advertisements in the local papers in the past and found that we get very little traffic from those efforts so we have concentrated on getting the word out in less expensive ways to maximize the amount we can contribute to our missions and keep your cost for renting a table/space low.

We encourage our vendors to advertise to their friends, family and customer base as well. The event is FREE to the public to come and shop.

## How Can I Process Credit Cards?

If you have the ability to process credit cards using your computer/tablet, the church has a wireless network that we can provide connection information for. Many vendors have done this the last few years and had pretty good success with it. The WIFI signal has typically been the best in the “back room”, although a new network has been run and WiFi in the large hall is much better than it used to be. That being said, Cell Phone Service in the main downstairs room of the church are practically non-existent. If you normally use your cell phone to process credit cards payments, please do not rely on that avenue if you request a space in the main room. Vendors assigned to the “back room” have better luck with cell phone reception.

Do you have to accept credit cards? Of course not. Some vendors find it to be very convenient and helpful in increasing sales, but the UMW does not dictate how you accept payment.

## How Large Is My Space?

You are guaranteed a space the size of a 6'x3' banquet table.

Most spaces allow for a couple of feet behind the tables where many vendors choose to sit. Others push the tables/displays up against the wall to give themselves more room in front of the tables. With the space behind/in front of the table, the spaces generally allow for about a 6'x6' space.

There is no space at the ends of the tables for additional display racks – some of the tables are lined up next to each other so you have a little bit of space in front or behind (as mentioned above), but are not guaranteed any additional space. If you have additional display racks, we respectfully recommend that you purchase an additional space in which to set up extra racks.

## Are Tables and Chairs Provided?

Yes – we supply one 6'x3' plastic banquet table and set up two metal folding chairs for each space – we have plenty of chairs so just let us know when you set up if you need more.

Some vendors prefer to bring their own displays rather than using a table.

Some vendors buy two spaces, have us provide one table and bring a separate display for the other space.

We have plenty of chairs so unless you have a favorite chair that you want to bring we'll be happy to provide them for you. We do not limit you to one chair per table. As I mentioned, we have *lots* of chairs.

## Electricity?

There are a limited number of outlets available throughout the display areas. If you require power for your display, please indicate that on your registration form so that you can be placed where electricity is available. Extension cords will be run throughout the area for you to plug your extension cords into. Please label your cords so that you get them back at the end of the day and be sure when you pack up to go home that you haven't accidentally grabbed one of ours so we have them to use again next year.

## When Can I Set Up?

Friday night before the event from 7-9 PM, and Saturday morning from 7-9 AM.

Clean up begins at 2 PM on Saturday. Please be mindful of the amount of time it will take you to clean up as our volunteer team will have put in a long day by the time the event is over and we have another group that uses the hall later in the evening so we have to leave in a timely manner.

We have table trolleys available that many vendors use as dollies during setup and clean up to move their items in and out of the event areas. Larger boxes and flat items work well on them, smaller items may fall through the open areas of the carts.

There is a ramp at the side entrance closest to RTE 123 with access to the elevator to get downstairs to the lower level of the bazaar. Other areas are located on the main floor of the church at street level.

When you arrive to set up come through the side entrance, come down the elevator or the stairs to the large hall and we will have volunteers that will help you locate your space.

## Where should I park on Saturday?

Once you have unloaded your vehicle(s), please move to the rear of the parking lot to allow space for our shoppers to park when they arrive.

## What about food? I'm STARVING! 😊

We generally have muffins and coffee available in the morning for the vendors.

Our team sells chili, pulled pork, hot dogs and corn bread for lunch. Other items may also be available. Beverages (soda and water) are available throughout the day.

Thank you for your interest in our event. Your participation will go a long way in supporting the mission efforts of the Oakton United Methodist Women locally and around the world.

We look forward to working with you for a successful day!

God Bless,

Angie (Empfield) Erschens

Oakton UMW Bazaar Coordinator

571-242-3107

aempfield@yahoo.com