



CENTREVILLE  
United Methodist Church

May 2026

Dear Vendor:

Centreville United Women in Faith (United Methodist Women) will host the **2026 Annual Holiday Bazaar & Craft Fair on Saturday, November 7, 2026 from 9 am to 3 pm at our church, 6400 Old Centreville Road, Centreville, Virginia.**

Vendor spaces within the church will primarily be in the ROC (Recreation and Outreach Center) this year with a few in the lobby if needed. Spaces will be assigned based on vendor need and availability.

**This event is for handmade or original design crafts, including:**

- **Handmade products**
- **Products which the vendor has designed (in this case, the vendor may have used professional manufacturing)**
- **Local authors selling their own books**

Vendor items that are **not allowed**: bake sales and direct sales from companies which market nationwide or their local sales representatives.

At the bazaar, the members of the Centreville United Women in Faith will also host a Bake Sale, Silent Auction, Luncheon, Holiday House and Grandma's Attic and proceeds support local, national, and international mission programs.

Doors open for vendors by 7 am on the day of the bazaar. Each crafter is responsible for setting up his/her display by 9:00 am, selling the crafts, collecting the money, and booth tear down beginning at 3:00 p.m. The space fee is \$60.00/\$10 off per vendor Early Bird until August 1, 2026 and provides a 9 foot wide (the side facing the public) by 5 foot deep area. **This fee does not include the use of a table.** If you need extra space, you may wish to lease two spaces. In addition, each crafter is asked to donate to the Silent Auction an item representing the average price of your inventory. A receipt is available upon request. Great Advertisement!

Please return your completed application to the address below and indicate on the envelope "Bazaar Crafter". Include your check of \$60/\$10 off per vendor, **payable to Centreville United Methodist Women.** We will not process your application without your check. Applications are processed in the order that they are received. Electronic Payment is available through the church. If you have any concerns, special accommodations or questions, please note them on your application or contact us. If your space needs to be located beside electrical outlets, please state that in your application and we will do our best to accommodate. However, please note the space limitations. We will confirm your participation by email after receipt of your application and fee. You will receive your space assignment by email on or before October 1. Send to: Centreville United Women in Faith (Attn: Bazaar Crafter), 6400 Old Centreville Road, Centreville VA 20121

**Refund policy:** The cancellation fee is \$10. If you reserve 1 space for \$60/\$50 early bird and have to cancel, your refund will be \$50/\$40 as long as you contact us by October 1, 2026. If you reserved 2 spaces for \$120, your refund will be \$110. If you reserved two spaces by August 1 for \$110, your refund will be \$100. (\$10 discount per vendor) After October 1, 2026, there will be no refunds for cancellations. We look forward to seeing you on November 7!

Advertising is the key to any successful event. We will use the church website and signage around the church facility the week of the bazaar. In addition, the bazaar is advertised by email and Facebook to over 3,000 congregants and flyers will be sent home with all of the students and staff of the church sponsored pre-school. We also encourage you to share with your contacts.

Sincerely,

Carol Engelbrecht & Kye Dowd  
Vendor Co-Chairs, [wmbazaar23@gmail.com](mailto:wmbazaar23@gmail.com)

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