

***Our Lady of Mt. Carmel and Our Lady of Loreto Church
Italian Festival Vendor Invitation Letter***



Date
Vendor Name
Vendor Address

Dear:

Our Lady of Mt. Carmel and Our Lady of Loreto Parish would like to invite you to take part in our upcoming Italian Festival. The goals of the event are to bring our Italian community together while raising funds for the parish. As a vendor, we would like your company to provide **xxx**.

For your information, the event details are provided below:

Date of the Italian Festival will be August 8 – 11, 2019

Location: 37 Massasoit Road, Worcester, MA 01604

Vendor Contact person/phone number: _____

Vendor Email _____

Suggested arrival time to set up booth: August 7, 2018 at 9:00 AM

Festival hours are Thursday, August 8th from 5 PM – 10 PM, Friday, August 9th from 5 PM to 11 PM, Saturday, August 10th from noon to 11 PM and Sunday, August 11th from noon to 6 PM

Size of booth: 10 feet

Participation fee: \$800 which included a 20 amp circuit. Should you require more, please contact us before June 15, 2019

If you agree to participate, please complete the Form and return it by March 1, 2019 to Our Lady of Mt. Carmel and Our Lady of Loreto Parish, Attention: Italian Festival, 37 Massasoit Rd, Worcester, MA 01604. Payment is nonrefundable. All vendors are required to be open for the entire event. If you have any questions or concerns, please do not hesitate to contact me at:

Your Name Phone number e-mail address

Thank you for considering to participate in our Italian Festival event.

Sincerely,

Vendor signature

Monsignor F. Stephen Pedone
