**Opportunity for Vendors**

**Friends of Carlyle House Historic Park**

**2018 Annual Herb and Craft Sale**

**Saturday, April 21, 2018, 8 a.m. to 4 p.m.**

**At the Carlyle House, 121 N. Fairfax Street, Alexandria, VA**

***This event will take place, rain or shine***

**Historic Garden Week in Virginia brings hundreds of people to Old Town Alexandria**. Carlyle House and Gardens are featured attractions on the garden tour. They are located in the middle of all the festivities, across from City Hall and Market Square. The Friends’ Herb Sale has many loyal customers coming each year to support this beautiful historic site by purchasing herbs, heirloom tomatoes and perennials raised in Mount Vernon’s green houses. Passersby are attracted by live musical entertainment throughout the day, a bake sale, book sale and free Plant Clinic by Master Gardeners of Northern Virginia.

**Press releases are sent to all area newspapers** by the Northern Virginia Regional Park Authority.  Flyers are posted throughout the region and are available to participating vendors. The Friends also email the flyers to interested groups.

**Spaces and tables are available for vendors to rent**. All spaces will be on the front lawn. Space is assigned on a “first come, first served” basis. **Spaces will be 10x10’ (large enough for a pop-up tent) for $100.** **A limited number of 8’ foot tables are available to rent at $10 each. Rental chairs are $5 each**. Vendors may provide their own 8’ tables and chairs and save the rental costs. Due to logistical requirements, Carlyle House will not provide tents, but vendors are welcome to bring their own 10x10’ tents. Tents cannot be secured by stakes due to underground sprinkler system, but vendors may use weights such as bricks or gallon jugs filled with water.

We welcome vendors who sell handcrafted products/artwork.  In addition, authors of books pertaining to Alexandria and/or historic subject matter are also welcomed. We do not rent to vendors selling live plants of the types the Friends are selling. Past experience suggests that small items that are easily carried sell best.

**Benefits for Vendors**

* A one-year membership in the Friends of Carlyle House, allowing you free tours of the museum and a 10% discount in the museum shop.
* Coupons for free cookies and drinks from the bake sale table.
* Free parking in the Market Square parking lot, when you bring us your ticket to stamp.

**Deadline to reserve space and tables – Friday, March 16, 2018**

Checks made payable to *Friends of Carlyle House* and marked *“Herb Sale”* should be received at the Carlyle House by Friday, March 16, 2018 to reserve your space and tables.

 For more information contact: Suellen Savukas at dearsuellen@gmail.com or call 703.994.5801 where you can leave a message or send a text.

*Carlyle House Historic Park is owned and operated by the Northern Virginia Regional Park Authority*

**Vendor reservation form**

**Friends of Carlyle House Historic Park**

**2018 Annual Herb and Craft Sale**

**Saturday, April 21, 2018, 8 a.m. to 4 p.m.**

**At the Carlyle House, 121 N. Fairfax Street, Alexandria, VA**

***This event will take place rain or shine.***

**Business Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Business Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Cell Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Type of Merchandise \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**All vendor spaces will be on the front lawn of Carlyle House**

**Number of spaces\_\_\_\_\_\_\_ 10’x 10’ ($100) 8’ Tables \_\_\_\_\_\_\_($10 each) Chairs\_\_\_\_\_\_($5 each)**

**Total amount due \_\_\_\_\_\_\_**

Your Vendor Reservation Form and check should be received no later than March 16, 2018. Checks should be made payable to *Friends of Carlyle House* and marked *“Herb and Craft Sale”* **Mail to Friends of Carlyle House/Herb Sale, 121 N. Fairfax Street, Alexandria, VA 22314. Marked: Attn. Susan Hellman.**

Spaces will be assigned on a first-come, first-served basis. You will be e-mailed a confirmation in late March. We will provide you with copies of our advertising flyer via e-mail that can be distributed to your contacts.

For more information contact Suellen Savukas at dearsuellen@gmail.com or 703.994.5801, where you can leave a message or send a text.