

St. Gabriel Communications, Ltd. | Siouxland Catholic Radio

701 West 5th Street | Sioux City, Iowa 51103 | 712-224-5342

www.sioxlandcatholicradio.com



Dear Vendors:

Thank you for joining Siouxland Catholic Radio for our Inaugural Ministries Fair!

Because of Saturday morning's and noon hour forecast, we have decided to **move the Ministries Fair into St. Boniface Church's basement this Saturday morning!** We are NOT postponing the event due to the excitement.

To ensure your success, we have outlined the following items for you.

If you have questions, please contact Lisa Niebuhr via email at lisaniebuhr@fhcradio.com or phone at **712-541-5226**.

Blessings,

Siouxland Catholic Radio Board and Staff

Parking:

1. Please arrive **between** 7 a.m. and 7:30 a.m.
2. We will have **limited parking** along the north side of the Church's parking lot. *(See page two of the map entitled "Parking lot floor plan original and revised.")*
 - a. This will allow room for the food truck.
 - b. If the weather is just overcast, then we will move the Registration Table, Catholic Daughters and "Cookie Stomp," chalk art, the Plymouth County Right to Life and the Crosses for Life outside.
3. **Entrance to the parish hall will be through the north door only** *(See page two of the map entitled "Parking lot floor plan original and revised.")* **The other doors to the Church will NOT be opened.**
4. We will have volunteers greeting and directing you to St. Boniface's basement.

Registration, Set Up, and Tear Down:

5. Station Board members, staff, and/or spouses will greet guests and vendors at the **"Registration Table."** No additional forms are needed.
6. **Name tags** are encouraged but not required. We will have name tags for your staff and/or volunteers at the Registration Table.
7. The **inside setup** is like Dinner for Dr. Ray, for those of you who joined us last fall. *(See "Floor plan indoor.")*
8. Our staff and volunteers are **unable** to assist vendors with loading and unloading.

9. The first **100 guests** will receive an orange cloth bag compliments of Great Southern Bank and the Siouxland Chamber of Commerce at the “Registration Table.”
10. We will provide you with an **8-foot table and chairs!**
11. We are in the process of finalizing the area for the “Cookie Stomp.”
12. Please do not begin **tearing down until 12 p.m.** to ensure you do not miss out on any traffic as the walking tour concludes. *(See page 3.)*
13. Note: St. Boniface’s Charismatic Group uses the parish hall several nights a week and Sundays. Please ask guests to refrain from

Booth/Vendor Assignments: See pages 3 and 4.

Chalk Art/Art with Addie:

1. If the weather cooperates, the youth will create chalk art in the parking lot.
2. If it is raining at 8:30 a.m., “Art with Addie” will be held in the parish basement.

Restrooms:

1. **The men’s and women’s bathrooms in the parish hall will be available for use.**
2. Vendors and patrons are also invited to use **Dairy Queen**, which is approximately half a block away.

Malli’s On Wheels Food Truck (*find on Facebook*):

- **Set up** in the parish parking lot at 9 a.m.
- Mariana will begin **servicing** her authentic Mexican food, **water**, and refreshments around 10 a.m.
- **Cash and card** are accepted.

Food: If you are giving away any food, you **must comply with the Iowa Department of Inspection and Appeals Rules!** **Details and requirements:**
www.sioxlandcatholicradio.com/sioxland-catholic-ministries-fair

Garbage: Garbage cans will be placed throughout for you and patrons to throw any garbage away.

Safety:

- The fun and safety of your staff, volunteers, and guests are our priority.
- The Sioux City Police Department will be driving periodically unannounced.
- If you **encounter a challenge**, please call **712-279-6960** (non-emergency) or 911. Please alert a board or staff member!

Walking Tour with the Sioux City Public Museum:

- If there is no rain and the skies are overcast, guests will **assemble for the walking tour on the St. Boniface’s steps or inside at the Registration Table.**

- If there is rain, guests will be directed to the St. Boniface Sanctuary, where the presentation will begin.
- The tour will still begin at 10 a.m. with Matt Anderson. Matt will educate guests on the history of the Church, rectory, school, and former Convent.
- The walking tour will then transition to the **Church-portion of the tour** led by Carol Kelzer. The tour will conclude in the rectory, where the **station** is located.
- **Display boards, scrapbooks, and some photos** will be placed in front of the kitchen and bar area. We are grateful the parish volunteers are loaning us the items. We will return the items next week to the volunteers.
- **Documents and resources** used for the tour are available online for patrons to download on the station's website at www.siouxlandcatholicradio.com/st-boniface-walking-tour
- Access is **NOT available** to the rectory's 2nd floor. It is a **residence** for one of MercyOne Siouxland's **priest and a Chaplain** with the 185th.

Cancellations:

- If your organization cannot participate, please contact Lisa Niebuhr at 712-541-5226.
- **No refunds.** Your \$25 will be listed as a donation to Siouxland Catholic Radio, a non-profit organization.

Booth Assignments*:

South Side (listed in order from west to east):

A5-KOC-Mater Dei and Mater Dei Parish

A4-KOC-Holy Cross and Sacred Heart

A3-KOC Council #743-Cathedral of the Epiphany

A1 and A2-Knights of Columbus (KOC) Insurance Agency – Neil Pfeifer Agency (2 booths)

B5-Then Feed Just One/Mission Honduras/Mission Honduras Le Mars (*sending 3-4 reps*)

B4-Bishop Heelan Catholic Schools

B3-FIRE Foundation of NW Iowa

B2-Spiritual Direction – Fran O'Tool and Sue Grieve

B1-St. Augustine Indian Mission and Holy Apostles Family of Parishes

C5-The Real Presence Education & Adoration Association - Myron and Shari Schulte and Catholic United Financial – Angie Jorgensen

C4-Draw Near

C3-Lectio the Liturgy/Magnificat of NW Iowa

C2-Carmel Guild

C1-Mary's Choice/Disalced Carmelite Secular

D5-St. Michael's Catholic School – South Sioux City

D4-Michael's Catholic Church – South Sioux City

D3-Her Health Women's Center
D2-SERRA Club of Siouxland
D1-Mindful Living, LLC

E5-Catholic Order of Foresters – James P. Gergen
E4-Holy Spirit Retirement Home
E3- Iowa Catholic Daughters of the Americas (*IA CDA*)
E2- Siouxland Catholic Homeschoolers
E1-Plymouth County Right to Life

F5- Catholic Daughters of America (*CDA*) – Court #269

Acronyms:

CDA: Catholic Daughters | KOC: Knights of Columbus
TFJO/MH: Then Feed Just One/Mission Honduras
PCRTL: Plymouth County Right to Life