



# THE MARKETPLACE

## VENDOR APPLICATION

SEPTEMBER 9-10, 2017

10:00 AM – 3:00 PM (SAT) & 12:00 PM – 3:00 PM (SUN)

PLEASE PRINT LEGIBLY

Business Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

**VENDOR TABLE RATES:** (1) 8' table and (2) chairs. Responsible for own linen. Must fit within allocated space.

Product/Service (SAT):	\$65 X _____	Premium (Limited availability):	\$25 X _____
Product/Service (SAT/SUN):	\$100 X _____	Electricity:	\$10 X _____
Non-Profit:	\$20 X _____	<b>Total:</b>	\$ _____

**DESCRIPTION OF PRODUCT(S), SERVICE(S), OR CAUSE.** Only one business or organization per table.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PAYMENT.** Please return total payment with your completed application by **August 1, 2017**. The fee will be returned only if application is denied. Payment may be made via cash, check, credit card, or PayPal.

- Cash. All cash payments must be made in person.
- Check/MO #: \_\_\_\_\_. Make check payable to Fellowship Chapel. *In the event of a non-sufficient fund transaction, the vendor will be responsible for the vendor fee and the NSF charge of \$35.00 in cash.*
- Credit. If you would like to pay by credit card, call (313) 347-2820.
- PayPal. Go to [www.fellowshipchapel.org](http://www.fellowshipchapel.org). Select **Donate**. Include the following in the “*Special Instructions*” section: Your name, business name, email, phone number, website, and address, if different than billing address in PayPal.

COMMITTEE USE ONLY:

Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_ Receipt Mailed: \_\_\_\_\_

## TERMS AND CONDITIONS

Please read the following terms and conditions. Your application submission and payment serves as your acceptance.

- ❖ Vendors may register and set up at 9:00 AM. Must be complete by 9:45 AM. If vendor arrives after the event has started, they may NOT be allowed to setup and will forfeit all table fees.
- ❖ Upon arrival, vendors may unload at the curb. Please use the South Entrance.
- ❖ Being mindful of other vendors, move all vehicles to the South-East parking lot immediately following unloading.
- ❖ All vendors will receive one table and two chairs, unless multiple spaces were purchased. All materials must fit in the space allocated.
- ❖ Only ONE business is allowed per table. Vendor may not sell products or services that were not previously approved.
- ❖ Vendors will be responsible for their own table covering, their own sales transactions, electrical cords (if electricity is purchased), personal items, and cleanup of their assigned space.
- ❖ All vendors are expected to remain until the end of the health fair. If a vendor departs before the event is over, without prior communication with the organizer, the vendor may not be allowed to participate in future events.
- ❖ Vendor fees are non-refundable and non-transferable unless application is not approved or event is cancelled by the organizer.
- ❖ Vendors will be photographed during the event. All photos will be used for advertising and promotional purposes.
- ❖ Table assignments will be communicated on the day of the event.
- ❖ Vendors are not allowed to change/trade assigned locations with other vendors.
- ❖ NO products may be hung from the walls. Vendors must bring their own hanging/display structure.
- ❖ Non-profits may not sell anything at their table, if approved for the reduced table fee.
- ❖ Children under the age of 16 must be accompanied by an adult.
- ❖ NO sales allowed during Sunday worship service.

### **Consumer Giveaway**

Vendors are asked to donate a gift representing their business for the hourly consumer giveaways. The donation should be valued at \$10+.

*Doors opened to the public at 10:00 AM. All vendors must be prepared to leave the building at 4:00 p.m.*