

**MARVELL UNITED METHODIST CHURCH  
POP UP HOLIDAY SHOP  
VENDOR AGREEMENT  
OCTOBER 8-11, 2020**

If you are interested in applying to be a vendor to sell your own hand-created or direct sales items, please complete the attached form and MAIL, with your check or money order to:

Pop Up Holiday Shop  
C/O Marvell UMC  
PO Box 669  
Marvell, AR 72366

Registration opens on August 22, 2020

Online payment will be accepted – details are forthcoming.

1. This year we are having Virtual Pop Up Holiday Shop on Facebook. Vendors will provide links to their business page, website, Etsy shop or other online platform that is set up to showcase their prices and on which customers may order/purchase merchandise. These links will be how the customers navigate to the vendor's "online shop". All of the vendor shop links will be posted on the Facebook Market Page we have established specifically for the Pop Up Holiday Shop. This post will be pinned to the top of the page so that shoppers have access to the shops 24/7 during the event. The fee for promoting a vendor through online advertising and advertising in local newspapers is \$45 per shop. Only one representative/consultant will be allowed per direct sales company. The Pop-Up Holiday Shop Committee reserves the right to decline any vendor application it deems unsuitable for the event. Position on the Shop Market Post will happen in the order in which payment and applications are received. **NO FEES WILL BE REFUNDED DUE TO SHOP ASSIGNMENT. ALL FEES ARE NON-REFUNDABLE.**

2. HAND CREATED ITEMS AND OTHER GIFT ITEMS ARE ALLOWED. DIRECT SALES ITEMS ARE ALSO ALLOWED. FOOD ITEMS MUST BE APPROVED BY EVENT COORDINATOR AND ALL FOOD VENDORS MUST MEET ARKANSAS DEPARTMENT OF HEALTH REGULATIONS. A COPY OF YOUR CURRENT PERMIT MUST BE MAILED IN WITH YOUR REGISTRATION OR BY SEPTEMBER 15, 2020 AT THE LATEST. No items containing alcohol, tobacco, narcotics or other illegal substance, or any paraphernalia for such items, may be displayed or sold. Only ONE vendor's items (category of items for sale) per booth is allowed. For example, you may not rent a booth by splitting the cost with another vendor. No exceptions to this will be allowed. We reserve the right to request removal of any items that we deem inappropriate from your booth.

3. **There is a \$45.00 for each vendor. ALL FEES ARE NON-REFUNDABLE.** A confirmation will be sent upon receipt of your application with payment of vendor fee. **THIS FEE MUST BE PAID IN FULL AT THE TIME OF REGISTRATION. NO EXCEPTIONS TO THIS WILL BE ALLOWED.**

4. Marvell United Methodist Church will promote this event via local newspapers, church newsletters, radio broadcasts, local cable news channels, and social media advertising. We request you to help us promote this event to attract shoppers! We will post photos and links to share on social media on our Facebook page. The Vendors Only Facebook group is our main form of communication regarding the event.

5. The Pop Up Holiday Shop Event will be open from 12 pm on October 8 – 6 pm on October 11, 2020. Shoppers will have 24/7 access to vendors' shops on the pinned post on the the Market Page. We will have several live segments, vendor submitted videos, prize giveaways, games and activities throughout the event. Those activities will be posted on a schedule as soon as we get everything confirmed.

6. Each vendor must provide a link (URL) to their online business platform. This can be a website, Etsy shop, social media business page, etc. This will be referred to as the vendor's "shop". The shop must be well organized and easy to navigate for shoppers. There must be a way for shoppers to purchase or order merchandise and pay for it online, such as PayPal, Square, Venmo, CashApp, or other similar apps that provide SECURE transactions for credit or debit cards. Marvell UMC will not be responsible for any monetary transactions between vendors and shoppers. We are only providing access to your shop on our Market Page and promoting the event as much as we can.

7. Marvell UMC is not responsible for the quality of any merchandise sold by third parties, nor will the church be held liable for a vendor failing to fulfill an order or a shipment not reaching its destination.

**Marvell United Methodist Church**  
**Virtual Pop Up Holiday Shop**  
**Vendor Application**  
**SATURDAY, OCTOBER 8-11,2020**

Please read the document regarding the information and rules of the Marvell UMC Pop Up Holiday Shop. If you are interested in reserving a booth to sell your own hand-created or gift items, please complete this form, sign the bottom and MAIL IT WITH YOUR CHECK OR MONEY ORDER (make payable to Marvell UMC) to:

Pop Up Holiday Shop  
C/O Marvell UMC  
PO Box 669  
Marvell, AR 72366

Online payment is acceptable- details are forthcoming

Exhibitor's Business Name \_\_\_\_\_

Exhibitor's Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Email address \_\_\_\_\_

URL link for your online selling platform: \_\_\_\_\_

Description of **ALL items** to be displayed (use back if necessary). All items are subject to approval by Event Committee. Any additional merchandise not listed here MUST be approved by Event Coordinator!

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\_\_\_\_\_ Do you plan to submit a video to be posted during the event? Videos should not exceed 20 minutes and may not contain images that are illegal, immoral or inappropriate for family viewing. You must provide Event Coordinator with a viable link to the video. Marvell UMC waives responsibility for any technical problem that may arise. (Check if yes)

\_\_\_\_\_ Provide Event Coordinator with a good single image that will act as a "storefront" type of image to post along with your shop link. This should contain business name and contact info, if possible. If you need assistance with this, we can help you create it.

**Make checks payable to: MARVELL UMC.**  
**No Refunds for Cancellations, even for technical issues. I understand and will abide by the rules and regulations of Marvell UMC.**

Signature \_\_\_\_\_ Date \_\_\_\_\_