

**MARVELL UNITED METHODIST CHURCH
POP UP HOLIDAY SHOP
VENDOR BOOTH RENTAL INFORMATION
SATURDAY, NOVEMBER 3, 2018
10 A.M. - 4 P.M.**

If you are interested in reserving a vendor booth (roughly 10'x10' Indoor) 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 3, 2018.

NO EARLY REGISTRATIONS WILL BE ACCEPTED!!

1. Once again this year, we will be setting up In the Fine Arts Center of Phillips Community College, 1000 Campus Drive, Helena AR. ALL booths will be inside booths! It should be understood that, even with the larger venue, there are still limited facilities, and preferences for specific booths are preferences only and that the Pop-Up Holiday Shop Committee reserves the right to make assignments in accordance with availability. Booths will be assigned in order that payment and applications are received. **NO FEES WILL BE REFUNDED DUE TO BOOTH 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 30, 2018 AT THE LATEST. No items containing alcohol, tobacco, narcotics or other illegal substance, or any paraphernalia for such items, may be displayed or sold. We reserve the right to request removal of such items from your booth. 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.

3. **There is a \$65.00 for each indoor booth. You may request up to two booths. ALL FEES ARE NON-REFUNDABLE.** Booth assignment confirmation will be sent upon receipt of your application with payment of booth fee. **THIS FEE MUST BE PAID IN FULL AT THE TIME OF REGISTRATION. NO EXCEPTIONS TO THIS WILL BE ALLOWED.**

4. Each booth includes two chairs. (Additional available upon request) You will be responsible for any other display items needed. We have a limited number of tables available to rent for \$8 each. The non-refundable table rental fee is due with your application. If you have special display needs, please elaborate or include pictures, so that you may be placed in an accessible area. No signs advertising your booth area are allowed outside your booth area. Any signage placed outside your booth area in the building will be removed. Absolutely no display or crafts can be permanently attached in any manner to the physical property of the college. **NOTHING MAY BE ATTACHED TO ANY WALLS INSIDE THE BUILDING IN ANY MANNER!**

5. Marvell United Methodist Church will promote this event via local newspapers, church newsletters, radio broadcasts, local cable news channels, and social media. 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.

6. There will be plenty of parking but vendors are asked to park in the designated area behind the Fine Arts Center near the Gym after unloading booth items into the College. This will allow parking space for shoppers. Vendors may set up between 10 am and 10 pm on Friday (November 2), and again on Saturday between 7:30 - 9:00 am.

IMPORTANT!!! PLEASE NOTE!!

All booths must be fully set up, vehicles moved to designated area, and everything ready for sales by 9:30 am on Saturday.

Doors open to public Saturday at 10 am sharp. No shoppers will be allowed before then so please do not ask family and friends to come early! We will have local law enforcement patrolling frequently throughout the night, but we are not responsible for theft, damage, or weather-related problems.

7. Marvell United Methodist Church will have a concession stand and Bake Sale that you can order from (we are asking for donations) about a week ahead of time, to assure that you have a chance to have lunch. We will get you the order form in plenty of time. We respectfully request that you not sell items similar to what is on our menu (it will be provided several weeks ahead of the event) or any baked goods unless cleared by Event Coordinator.

8. Marvell United Methodist Church Pop Up Holiday Shop provides exhibitors space to sell their hand-created crafts and other gift items. We will request local law enforcement to patrol the property frequently while vendor items are present. However, the Pop-Up Holiday Shop and Marvell UMC are not responsible for personal injury or missing, damaged or stolen items. Any questions or comments should be directed to: Emily Johnson, Emily4oaks@aol.com, 501.940.6577

Marvell United Methodist Church
Pop Up Holiday Shop
Vendor Booth Application
SATURDAY, NOVEMBER 3, 2018
10 A.M. - 4 P.M.

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

Exhibitor's Business Name _____

Exhibitor's Name _____

Address _____

City _____ State _____ Zip _____ Phone _____

Email address _____

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!

We have tables available for rent please indicate how many and which size you'd like to rent and include the additional cost in your payment total. Tables will be reserved in the order in which applications are received.

Number of Rental Tables Needed. (\$8 each) _____
(You may provide your own tables. I must turn in the layout with tables two weeks before the event)

Number of chairs needed (2 are provided with each booth) _____

Rental amount: \$65 per booth _____

Total amount of booth fee (booth rental plus fees for tables/chairs requested) _____

Does your booth require electricity (no guarantees but we will do our best!)? Yes _____ No _____

Will you set up Friday or Saturday morning? (Circle One) FRIDAY SATURDAY

Make checks payable to: MARVELL UMC.

No Refunds for Cancellations or weather-related issues. I understand and will abide by the rules and regulations of Marvell UMC.

Signature _____ Date _____