



**Saturday
November 5, 2016**

**10am to 2pm
Fellowship Hall**

Vendor Application

Business Name: _____

Contact Name: _____

Address: _____

Telephone: _____ Email: _____

All vendors will receive a 10'x10' exhibit space including one 8 foot table and two chairs. Vendors must bring their own table coverings – all tables must be covered. Limited electricity is available by request, first come, first approved. The Marketplace will feature crafts, hand-made jewelry or other items, home-baked goods, art, up-cycled furniture and hand-made home décor, etc. The women of EP will work to feature a variety of merchandise, to give all vendors a better opportunity for sales. Booth set-up begins at 8am, sales from 10am to 2pm, and breakdown by 3:30 pm.

Items to be sold at the event (please provide a brief description of your product, including price points. Include a photo here of your product):

Photo Here

Product Price (range): _____

Do you need electricity? _____ **YES** _____ **NO**. If yes, please bring an extension cord. Use of battery/wireless devices is encouraged.

Booth fee for a 10x10 space = \$35. Your booth fee will be due when your application is approved for inclusion in the Marketplace. All event proceeds will be donated to support *The Samaritan Women of Baltimore*. **No deposit is required with your application.**

_____ **# of 10x10 spaces you need. Each booth will cost \$35. Total cost due = \$**_____

General release: *By signing this application, I agree to hold the Evangelical Presbyterian Church of Annapolis harmless from any liability for any loss experienced by the undersigned while at the Marketplace, and also accept the terms and conditions set out in this application. This application constitutes a reservation and as such is a commitment to attend if accepted into the Marketplace.*

Applicant's Signature: _____ **Date:** _____

Vendor Terms & Conditions 2016

Event info:	Women of EP Marketplace (“Marketplace”) Saturday, November 5, 2016 Hours: 10 am to 2 pm
Event location:	Evangelical Presbyterian Church of Annapolis Fellowship Hall 710 Ridgely Avenue Annapolis, MD 21401 (410) 266-8090
Event proceeds:	All proceeds will benefit <i>Samaritan’s Purse: Operation Christmas Child</i> .
Set-up time:	November 5, 2016 from 8 am to 9:30 am You must have everything unloaded and car parked in the vendor parking lot by 9:30 am, and your booth must be ready by 10 am.
Tear-down:	November 5, 2016 from 2 pm to 3:30 pm. Vendors may not begin tear-down until the event is closed.

- Any merchandise left at the Marketplace will be at the owner’s risk.
- We ask that at least one representative be present at your booth for the entire of the Marketplace.
- Vendor assignments will be determined by the Women of EP committee on a first come, first serve basis. Preferences and exclusivity will not be guaranteed.
- No obscene or profane merchandise will be permitted in the Marketplace at any time.
- Vendor is responsible for reporting any and all sales tax collected. For more information visit www.marylandtaxes.com.
- Vendor is responsible for their own display set up and equipment. We ask that you unload and park as quickly as possible.
- Vendor must also donate one item to be included in a silent auction to raise additional funds for *Samaritan’s Purse: Operation Christmas Child*.
- Vendor will be contacted by email as confirmation of participation in the Marketplace. This is a rain or shine event. No refunds will be given due to weather.
- To be considered as a Marketplace vendor, please send a completed and signed Marketplace Application and signed Vendor Terms and Conditions to Cheryl Mullis, Women’s Ministry Office, EP Church. If you prefer, you can email the completed and signed forms to: cmullis@epannapolis.org. Once approved to participate in the Marketplace, your vendor fee will be due in full by October 22, 2016.

Applicant’s Signature: _____ Date: _____