

**Mother's Day "Spring Fling" Vendor Expo Application**

**Saint Paul's UCC, Manheim**

**50 North Main Street, Manheim, PA 17545**

**Contact Akira Owens at 717-665-2447 or amowens@ptd.net**

Before submitting an application, please read the following information:

**DATE: Saturday May 4<sup>th</sup>, 2019**

**TIME: 9 am to 2 pm**

Please check in first prior to setting up your display. Set-up times:

Friday, May 3<sup>rd</sup>, 9 AM - 3 PM

Friday, May 3<sup>rd</sup>, 6 PM – 8 PM (by appointment only)

Saturday, May 4<sup>th</sup> 7 AM – 9 AM

Vendors are required to stay for the duration of the show; Early pack-up is NOT PERMITTED!

**VENUE:**

Saint Paul's UCC - 50 North Main Street, Manheim, PA 17545.

Vendor tables will be set up in our large classroom at the entrance of the church as well as in our Fellowship Hall dining area.

**VENDOR FEE:**

Requested donation for each space is \$25.00, or \$40.00 for two spaces. Proceeds go toward Saint Paul's Mission Team. Please make checks payable to Saint Paul's UCC, "Spring Fling" in the memo section.

We ask that vendors donate one item valued at (\$10 or more) to be raffled off during the event as a door prize.

Payment must accompany application form, due on April 19<sup>th</sup> 2019!

**SPACE, AMENITIES & OTHER VENDOR RESPONSIBILITIES:**

This is a free admission event.

St. Paul's UCC is not liable for any lost, stolen, or damaged items.

If requested, it may be possible to provide electrical service for an additional **\$5.00**.

Consistency and reliability of electric service IS NOT guaranteed.

Vendors must bring their own lighting, extension cords, and power strips/splitters.

Power provided is for lighting, small comfort items, and POS systems/credit card processing devices.

If you intend to power an item that operates by way of resistance heat, or a large motor, you must coordinate your specific needs ahead of time!

**DESCRIPTION OF MERCHANDISE:**

All aspects of your intended salable merchandise need to be generally addressed on this application form. Since we want to showcase an array of different items, vendors are chosen specifically based upon their applications. Please use space below to describe your merchandise.

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**PREFERRED VENDOR TYPES:**

Direct Sales Vendors

Artists & Handmade Craft Vendors

Vintage & Antique Vendors

Local Businesses & Boutiques

**ACCEPTANCE:**

Saint Paul’s United Church of Christ reserves the right to deny any vendor if business conflicts with the mission and vision of the church.

Spaces are filled on a first come, first serve with payment basis. If your form is received after the due date, you will be placed on the wait list. We base our decisions not only on quality, but also how many vendors have similar items. We will strive to maintain a sense of exclusivity on certain products and limit the number of vendors in each category.

**RESPONSE:**

Please be patient as it may take us some time to get through our vendor applications.

Thank you for your interest! Hope to see you at the show!

Please sign and print to agree to above requirements and to reserve vendor space.

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

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

Phone #: \_\_\_\_\_

E-mail: \_\_\_\_\_

Check all that apply:

<input type="checkbox"/> (1) 8x2 table space \$25.00	<input type="checkbox"/> Need electric \$5.00
<input type="checkbox"/> (2) 8x2 table spaces \$40.00	Describe what appliances electric is needed for:

Signature \_\_\_\_\_

## Venue Photos

Top photo shows classroom space. Bottom two show our Fellowship Hall dining area and table size.

