



## Deadlines

**May 15** - Previous year (2017) vendor registration forms due with payment in full

**May 15** - Registration open to all vendors

**July 1** - All booths increase by \$30

**August 1** - All Balances Due

Dear Vendor,

We are very excited about our **seventh** annual Martha's Market at Union United Methodist Church! Our event consists of over 70 vendors selling crafts, jewelry, art, homemade goods, soaps, etc. will be held on Saturday, September 8, 2018 from 9AM until 1PM at Union United Methodist Church Family Ministry Center, 7582 Woodrow Street, Irmo, SC 29063. Every year after market, we look for ways to expand or improve our event to raise more money for church missions and to provide more vendor opportunities for increased sales. We are always trying to make some adjustments.

This year we will have our "Taste and Shop" party again on Friday night from 6:30-9 PM. Our goal is to have *all* vendors set-up on Friday, September 7 from 3-6 PM. We will have a 30 minute break and then host the Taste and Shop Party from 6:30-9 PM. We will have drinks and snacks available to purchase during set-up. We plan to pre-sell 350 tickets (\$10 per ticket) for the event and have local food sample stations plus coffee, lemonade and water. We will be giving away several door prizes that night to entice shoppers.

Please thoroughly read through the registration process. We have updated our registration form and ask that the form be sent without an initial payment (unless you were a 2017 vendor). It is easier to place vendors appropriately based on items being sold and getting the correct booth size/location. Once the form is received via email or regular mail, you will be notified if requested booth is available and amount due. Then you may send payment to our PO box. Your booth will be officially reserved once payment is received. We recommend sending payment as soon as you receive the email with the amount due so you will not lose your spot. Do NOT send payment until you have received your invoice! If you were a 2017 vendor, our goal is to try to put you in your same booth. This helps our customers find you!

We hope to have another fun, successful market! We had over 1000 shoppers last year! All proceeds will be benefiting local missions. As always, we welcome any questions or comments. Thank you for being a vendor with us!

Sincerely,

Michelle Cochcroft cell: 803-463-1586

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