



VENDOR REGISTRATION

Business/Vendor Owner Name: _____

Company Name: _____

Address: _____

Home Phone: _____ Cell Phone: _____ email: _____

Preferred method of contact: email mail cell or home phone

Detailed Product Description: _____

GUIDELINES

SET UP: Booth set up is on Friday, September 7 from 3:00 PM – 6:00 PM. *Booths should be ready by 6:30 on Friday.*

HOURS OF OPERATION: The market will be open for a Taste and Shop Party on Friday, September 8 from 6:30-9:00 PM and on Saturday, September 8 from 9:00-1:00 PM. No vendors should break down or pack up before 1:00 PM.

VENDOR RESPONSIBILITIES:

- Each vendor will be responsible for his/her own cash, credit or check transactions. All trash should be removed at the end of the event.
- We ask that you kindly exhibit items that are "in the spirit of the market." Please refrain from displaying any items that may be offensive as we are a Christian organization.
- No refunds after August 1, 2018 for cancellations.

BOOTH INFORMATION

- All Main floor booths include 1- 6ft table and 2 chairs.*
- No discounts for additional booths on main floor or upstairs.
- Upstairs booths include 1 - 6ft table and 2 chairs unless you choose to bring your own table. Tables must be placed against the wall to facilitate traffic flow.*
- AFTER July 1st, 2018, ALL booths will increase in price by \$30.**
- First come, first serve ONLY applies to 2017 vendors. We will then select vendors based on needs of the market assuring that we do not have duplicates. If a requested size is no longer available, you will be notified and given options for a different size.
- If you were a 2017 vendor, we will try to keep your booth in the same location.

Please choose the following options:

1. Main floor (all \$65): 8x10 10x8 8x8 Any of 3 choices
2. Upstairs (all 8x5): \$45 (with 1-6ft table) \$35 (No table)
3. Additional space (same price & beside requested size booth)
4. Electricity: \$5
5. Registration postmarked after July 1, 2018 Add \$30

FOOD

Lunch is available for \$6 each & includes a sandwich of your choice, chips & a drink. Lunch will be delivered to your booth if purchased in advance. Lunch will still be available to purchase on the day of the event if you choose to wait. **Payment for pre-orders is due by August 1, 2018.**

Please select your sandwich/drink choice & indicate # of each item:

- Chicken salad sandwich (#) _____
 Pimento cheese sandwich (#) _____
 Coke (#) ____ Diet coke (#) ____ Sprite (#) ____ Water (#) ____

Please do not send any money until you are contacted. We will contact you with the amount due. Payment has to be received in full to reserve your booth. All proceeds will be benefiting local missions.

Address to Mail Registration Forms:

Union United Methodist Church
C/o Martha's Market
P.O. Box 3636
Irmo, SC 29063

Or email form: marthasmarketuumc@gmail.com

SIGNED: _____ **DATE:** _____

Questions? Email us at marthasmarketuumc@gmail.com or contact Michelle Cochcroft 463-1586 or Debra Prosser 414-2626