



Northside Methodist Preschool Holiday Gift Show

Thursday, November 9, 5:30 PM – 8:00 PM

Friday, November 10, 9:00AM – 4:00 PM

Saturday, November 11, 9:00 AM – 4:00 PM

2017 VENDOR APPLICATION

Please print clearly and provide all of the requested information. _____

NAME _____

COMPANY NAME _____

CITY, STATE, ZIP _____

PHONE (CELL) _____

EMAIL ADDRESS _____

WEBSITE _____

FACEBOOK ADDRESS www.facebook.com/= _____

INSTAGRAM _____

Have you been a participant in a past NMP Holiday Gift Show? Y N Year(s): _____

Please list other shows in which you have participated: _____

Are your items handcrafted? Yes/No _____

Merchandise List: _____

Please indicate the percentage of ALL merchandise to be sold in your booth

(Example: 80% women's clothing, 20% jewelry):

- | | |
|-------------------------------------|---------------------------|
| _____ Art* | _____ Kitchen Accessories |
| _____ Books | _____ Ladies' Accessories |
| _____ Children's Clothing | _____ Ladies' Clothing |
| _____ Children's Accessories | _____ Men's Clothing |
| _____ Children's Toys | _____ Monograms |
| _____ Collegiate/Sports Merchandise | _____ Pet Gifts |
| _____ Floral/Garden Accessories | _____ Soap/Candles |
| _____ Gourmet Food/Candies | _____ Stationary |
| _____ Health/Beauty | _____ Other: _____ |
| _____ Holiday Décor | _____ Home Décor |
- Jewelry*

Number of Booths Requested: _____ \$175 (Booths are 10' x 10' or 9'x10')

Number of Tables Requested: _____ \$20 per 8' rectangular table

Electricity is limited. Is electricity required for your booth? Yes No Flexible

Price Range of Merchandise: _____

Door prize donation item (with dollar value): _____

Number of hours required for set-up? _____ (Up to 4 hours)

Preference for arrival time for set-up on Thursday: Morning or Afternoon

APPLICATION REQUIREMENTS

Please mail to:

Northside Methodist Preschool Gift Show

ATTN: Leigh Phelps

2799 Northside Drive

Atlanta, Georgia 30305

Please email questions to: **NMPGiftShow@gmail.com**

Steps:

1. Submit a check for the Booth Fee/ Table Fee to:

Northside Methodist Preschool

Number of Booths x \$175= _____

Number of Tables x \$20= _____

TOTAL \$ _____

2. Sign and submit Pages 1, 2, and 3 of the completed application and requirements.

3. All vendors (including returning vendors) must submit up to five printed photos of your booth and merchandise.

4. If not accepted to the show and you would like your check returned to you, please enclose a self-addressed, stamped envelope. We will then mail your check back to you. Otherwise, if you are not accepted to the 2017 show, your check will be shredded.

Statement:

I, the undersigned, have read and understand the above Rules and Procedures on Pages 4 and 5 of this document and agree to comply with the show and requirements. I agree that Northside Methodist Preschool, Northside United Methodist Church and all persons connected with this show shall not be held responsible for any loss, damage or injury that may occur to the work exhibited or to persons participating in the show.

Applicant Signature _____

Date _____

2017 Northside Methodist Preschool Gift Show Procedures and Rules

Hours

- Vendor Set-Up:

Thursday, November 9, 2017: Morning (Specific time TBD) & Afternoon (1:00AM to 5:00PM)

- Gift Show Hours:

Thursday, November 9, 2017 --- 5:30 PM to 8:00 PM

Friday, November 10, 2017 ---- 9:00 AM to 4:00 PM

Saturday, November 11, 2017 --- 9:00 AM to 4:00 PM

Application Process

- Vendor participation will not be juried (with the exception of Jewelry and art), although exhibitors will be limited in each product category and will be prioritized for acceptance based upon date received.
- Selection is at the discretion of the Vendor Committee.
- Vendors with over 50% Jewelry or art will go through a jury process. Jewelry and art vendors will be notified by July 1, 2017 of their approval status for the NMP Holiday Gift Show.
- Approximately 75 vendors will be selected to exhibit in the church's Fellowship Hall or Gymnasium.
- Artisans of original hand-crafted items as well as vendors of new re-sale products are invited to participate.
- We are currently accepting applications, booth fees, and table fees. Approximately 75 vendors will be confirmed as participants. All remaining applicants will be placed on a waiting list, and your check will be returned if you are not admitted to the show and you enclose a pre-paid self-addressed envelope. Otherwise, your check will be shredded
- Applications must be completely filled out before being submitted to the Vendor Committee for consideration.

Fees

- There is not an application fee.
- 10'x10' and 9'x10' booth spaces are available for a flat fee of \$175.
- 8-foot rectangular tables are available to rent for \$20 each.
- Each vendor is asked to donate one item valued at \$25 or more for door prizes during the show.

Booth Information

- Booth spaces are 10'x10' or 9'x10' and are located inside the church Fellowship Hall or Gymnasium, which will be locked and secured overnight.
- Vendors must provide their own set-up and decorations; display tables should be draped to the floor. • Electrical outlets are limited and cannot be guaranteed, and must be requested upon application.
- Displays must not exceed 8 feet in height. Tents, canopies, and umbrellas are not allowed.

- No items may be taped or attached to the walls or floors of the exhibit space.
- Vendors are expected to provide sufficient merchandise to be sold throughout the show.
- There must be a vendor or vendor representative present to occupy the assigned booth at the show.
- Booth set-up must be completed by 5:00 PM on Thursday and remain set-up until 4 PM on Saturday.
- Vendors manage individual sales at point-of-purchase.

Set- Up

- Set-up will be on Thursday, November 9, 2017 in two sessions: morning and afternoon; vendor move-in times will be assigned prior to set up day.
- Set-up must be completed by 5:00 PM Ladies/Preview Night will begin at 5:30 PM
- Vendors must register, follow load-in instructions and submit door prize item(s) (minimum \$25 value) upon arrival to receive booth assignments.
- Please request morning or afternoon move-in time on the application. We will do our best to accommodate your request. Preference is given to the earliest applications received.

Cancellations

Please notify the Vendor Chair as soon as possible of cancellations. Refunds for confirmed participants will not be honored after October 1, 2017. There is a \$20 processing fee on all approved cancellations before October 1, 2017.