

Beulah Missionary Church  
Holiday Craft Bazaar and Artisan Market  
Saturday, November 11<sup>th</sup> 8am-2pm  
Vendor Information & Application

**Returning Vendors: If you are requesting the same space as last year, please submit your paid vendor application by September 8th. Any applications that are received after that will be assigned on a first come first served basis.**

Thank you for your interest in being a part of the 2023 Holiday Craft Bazaar and Artisan Market at Beulah Missionary Church. We hope the information included here will answer some of the questions you may have about our upcoming bazaar and artisan market. Also included with this information is your vendor application. Please fill this out and return it with payment to secure your spot. If you have any additional questions please call Beulah Missionary Church Office at (574)875-6537 or e-mail at [office@beulahchurch.org](mailto:office@beulahchurch.org) (please put Beulah Bazaar in the subject line).

- When your Vendor Application is received before October 1st the booth price is \$40 and includes 2 chairs, if you need more please note that on your application. Each additional booth is \$35. (More info regarding registration at the end of form)
- If you bring your own table there is a \$5 discount per booth. Please indicate your needs on your application.
- After October 1st the booth price increases to \$45 for the 1st booth and \$40 for each additional booth.
- **All applications must be paid by October 30th or we cannot hold your space.**
- Please submit your paid Vendor Application as soon as possible. Our rented 8ft tables go first with our 6ft tables quickly behind them. **Tables are first come first serve** and late applicants may end up with a round table or need to provide their own.
- Booth spaces are measured out at 8ft by 4ft with a 2 ft walkway between booth spaces. These spaces are designed to fit an 8ft table with space to sit behind them. if you choose to bring your own table/tables all of your displays **must fit** within the allotted space. The Bazaar Coordinators have the right to ask you to move any items in order to keep them within that allotted space. If you find that there is empty space near your booth and want to use it you **must** ask one of the bazaar coordinators first. These spaces may be empty for a safety or maintenance reason.
- Your booth must be ready by 8:00am and stay open until 2:00pm. **No early teardowns**, please. Please be mindful of our cleaning crew by having your space cleaned up promptly so we can be prepared for our Sunday Morning Service.
- Set-up times are as follows
  - Friday, November 10<sup>th</sup> from 3:30pm-7pm
  - Saturday, November 11<sup>th</sup> from 7-8am

**If at all possible, it is best to set up on Friday.**

- You will need to provide your own change, bags, table coverings and extension cords (if electricity was noted on your registration form).
- A special note to **Direct Sales Vendors**: In order to provide each of our Direct Sales Vendors the best sales, we limit our bazaar to one vendor per company (ie: Pampered Chef, Tupperware etc.). We give preference to those who have rented space the previous year. If you sell “company” products, you must list them on your registration form. Also, in order to have the most vendors possible, we will hold

open spots from last year's vendors until September 8th. After September 8th, if we have not received your paid reservation, we will allow another vendor from that company to take that space.

- Beulah Missionary Church shall not be held liable for any personal injury and/or loss or damage to any property.
- We will have free Coffee and Tea available in our Cozy Cafe for all of our vendors!
- Food will be available for purchase in the Cozy Cafe and designer coffee drinks will be available for purchase in our coffee bar throughout the day.

***If you have submitted your application and find that you are not able to attend, please let us know as soon as possible by calling Beulah Missionary Church Office at (574)875-6537 or e-mailing us at [office@beulahchurch.org](mailto:office@beulahchurch.org)***