

Vendor Information Holiday Market 2022

WHEN: Saturday, November 19, 2022 **WHERE:** New Life Church 2441 42nd Ave. Longview **TIME:** 10am – 4pm

VENDORS:

- We are looking for quality handmade items
- Vendors will be chosen on a first come first served basis.
- Vendors will be chosen based on photo & description of their items to ensure a variety within the show.
- Pictures of items/work must be emailed to sallyjunt@gmail.com
- Once your application has been submitted you will be notified within 1 week if you've been selected
- **ALL** participants, selling their work, whether sharing a table/space/booth must submit pictures of their work and be approved.
- Sorry, not accepting baked goods or food

BOOTH/TABLE SPACE:

- Tables/spaces/booths may not be shared with someone without prior authorization.
- Please only bring the items you have been approved for, or you will be asked to remove them.
- Please do not block or interfere with neighboring vendors
- **All** tables must have floor length table coverings (this presents a cleaner more professional image)
- Nothing may be taped, nailed, tacked, screwed or otherwise attached to walls, floor or ceiling
- You will receive your space # and set-up instructions between November 14th & November 16th 2022
- 2 chairs will be provided per space (if you need more please let me know ahead of time)

SET-UP:

- Friday, November 18th 5:00pm – 8:00pm
- Saturday, November 19th 8:30am-9:30am
- Set-up must be complete and all vehicles in the vendor parking area by 9:30am Saturday
- Vendor parking is in the back of the building (back entrance to bldg. available)
- No set-up or tear down during the event

TEAR DOWN/CLEAN-UP:

- **No early packing may be started before the event closing unless discussed with bazaar management.**
- Vendors are responsible for removing garbage from their area and leaving the space in the same condition they found it
- All set ups must be removed from the space within 1 hour of event closing. (Event ends at 4pm)

FEES: *(monies received will benefit the Ladies Ministry at Newlife)*

- Space fee is \$20 to \$30 depending on your needs (see application for details)
- Tables are an additional \$5 (There is a limited number of 6ft & 8ft tables available on site)
- Fees are non-refundable and are due within 1 week of approval
- All fees must be paid in full to reserve your space

PAYMENT:

- Payments are due within 1 week of approval.
- **Venmo** - @Sally-Juntunen
- **Cash** - drop off at church office
- **Check** – mail/drop off at church office

New Life Church
2441 42nd Ave
Longview, WA 98632

Office Hours are:
Monday – Thursday 8:30am – 2:30pm

In house coffee shop will be open the day of bazaar from 8:30am – 2:00pm

We are looking for hand made items for a raffle. If you are willing to donate one of your items please email Sally with picture to: sallyjunt@gmail.com

Raffle items will need to be dropped off at New Life Church office by November 10th, 2022