

22nd Annual McMinn Senior Activity Center
**CHRISTMAS BAZAAR &
CRAFT SHOW**
SATURDAY | NOVEMBER 18, 2023



VENDOR REQUIREMENTS

-Bazaar and Craft show fee (\$50) is based on one (1) 10'x10' site per one-day show. There are also two smaller booths (5'x 6') for \$35. Partial payments are not accepted. If you are applying to be a vendor for the first time, please include 2-5 photos of your items with payment and application. **Mail to:** PO Box 1005; Athens, TN 37371 or email director@mcminnseniors.com. All booth spaces are located indoors at the McMinn Senior Activity Center.

-Booth registration is based on a first-come, first-served basis. You may request a specific booth space if it is available. Each application will be reviewed in the order they are received. The McMinn Senior Activity Center reserves the right to accept or reject any application.

-Vendor application must be completed in full to be considered valid. Those rejected will be returned along with any payments made. Checks for the full amount for the one-day show should be made payable to: McMinn Senior Activity Center. Returned checks will result in an additional \$25.00 charge. Vendors may pay with credit card but will be charged a \$5.00 service fee.

-All vendors must check-in with Center staff before you set up. **PLEASE NO EARLY ARRIVALS.** Booths may be set up on Friday, November 17, 2023, between 12pm and 4pm. Booths **MUST** be set up and ready for sales by 8:30am on Saturday, November 18, 2023.

-Sales times: November 18, 2023, 9am-2pm. Vendors are permitted to sell items during designated craft show times only. **PLEASE, NO EARLY BREAKDOWNS OF BOOTHS.**

-Electricity is extremely limited. Please note on the application if you require access to sell your items. You must provide any extension cords needed.

-Site must be neat and professional-this includes signage, display and storage of items. Space is to remain in the same manner of cleanliness at the end of the show as vendors found it prior to setup.

-Quality handmade, one of a kind or vintage pieces for sale only. The only food items which may be sold are confections, jellies, jams or dried fruit and must be prepackaged. All items must be priced for sale. Items for display only must be clearly marked "not for sale."

-Vendors are responsible for providing their own display materials and tables(s) and are responsible for their property. Two chairs will be provided by the Senior Center.

-Vendors are expected to always conduct themselves in a professional and business-like manner towards patrons and other vendors.

For questions, please contact the McMinn Senior Activity Center:

Diane Hutsell, Executive Director | 423-745-6830 | development@mcminnseniors.com

Mail checks and applications to: McMinn Senior Activity Center
Christmas Bazaar and Craft Show
PO Box 1005
Athens, TN 37371

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Please print neatly.

Name:			
Business Name (if applicable):			
Address:	City:	State:	Zip:
Phone:	Email:		
Can we text you at the above number: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Website, social media or e-commerce page:			
Please describe your craft/ware/antiques:			

NOTE: If you are applying to be a vendor for the first time, please attach 2-5 clear pictures of the items you will be selling.

Booth Size/Rental Rate: 10'x10' @ \$50 5'x 6' @ \$35 (Non-Profit Rate)

Please include \$5.00 service fee if paying by credit card. Amount Enclosed \$ _____

Do you need electricity? Not available in all spaces. Yes No

Signature _____ Date _____

Your signature is your acceptance that the McMinn Senior Activity Center (MSAC) its agents or representatives will not be held responsible or liable for loss, damage or other liability arising from the 2023 Christmas Bazaar and Craft Show. I certify the items are appropriate for sale at the McMinn Senior Activity Center and that the MSAC reserves the right to reject any items for sale with no refund if the Vendor Requirements have not been met.

To pay by credit card (\$5 finance charge):

Name on Credit Card: _____

Credit Card Number: _____ Exp. Date: _____ Security Code: _____

Signature: _____ Zip Code _____

Return your application with payment to: McMinn Senior Activity Center/Craft Show | PO Box 1005 | Athens, TN 37371. You may also call 423-745-6830 to pay by credit card or stop by the MSAC 205 McMinn Ave | Athens, TN.

For office use only:

Cash Credit Card Check # _____ Amount \$ _____ Date _____