



20th Annual Christmas Bazaar and Craft Show McMinn Senior Activity Center Vendor Requirements

* Craft show fee (\$35) is based on one (1) 10'x10' site per one-day show. There are also two smaller booths (5'x6') available for \$25. Partial payments are not acceptable. *If you're applying to be a vendor for the first time*, please include 2-5 photos of your items with payment and application. All booth spaces are located indoors in the main Senior Center building.

*Booths are on a first-come, first-serve basis. You may request a booth space as long as it is available. Each application will be reviewed. The McMinn Senior Activity Center reserves the right to accept or reject any application.

* Vendor applications must be completed in full to be considered valid. Those rejected will be returned along with any payments made by vendor. Checks for full amount for the one-day show are made payable to: McMinn Senior Activity Center. Returned checks will result in an additional \$25.00 charge.

*All vendors must check-in with Center staff before you set up. PLEASE NO EARLY ARRIVALS. Booths may be set up on Friday, November 16, 2018 between 12:00 pm and 4 pm. Booth MUST be set up and ready for sales by 8:30am on Saturday.

*Sales times: November 17, 2018, 9 am-2 pm. Vendors are permitted to sell items during designated craft show times only and NOT BEFORE designated times. PLEASE NO EARLY BREAKDOWN OF SITES.

* Electricity is extremely limited. Please note on 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.

*All items must be priced for sale. Items for display only must be clearly marked “not for sale.”

*The only food items which may be sold are confections, jellies, jams or dried fruits.

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

* Vendors are expected to conduct themselves in a professional and business-like manner at all times towards patrons and all other vendors.

For question please contact Diane Hutsell at the McMinn Senior Activity Center.

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