



Annual Spring Bazaar & Craft Show

McMinn Senior Activity Center

Vendor Requirements

* Craft show fees are based on one (1) 10'x10' site per one-day show (from 9am-2pm). Partial payments are not acceptable. Specific payment requirements are listed on current application. Please include 2-5 photos of your items with payment and application. All booth spaces are located indoors in the main Senior Center building.

* 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, April 7, 2017 between 4 pm and 7 pm. Booth **MUST** be set up and ready for sales by 8:30 am on Saturday. If you cannot set up on Friday afternoon, please let us know and we may be able to make arrangements for you to set up on Saturday morning.

*Sales time: Saturday, April 8, 2017 from 9 am-2 pm. Vendors are permitted to sell items during designated craft show times only and **NOT BEFORE** designated set up 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.

*Light refreshments will be available for sale at the Senior Center.

For general information contact Diane Hutsell at the McMinn Senior Activity Center.

McMinn Senior Activity Center
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