

VENDOR APPLICATION FORM
EVENT INFORMATION

St. Matthews
Vintage Fall Bazaar

EVENT DATE: November 9th, 2024

Setup 6:00 AM to 8:00 AM

Event start 9:00 AM to 3:00 PM

Event Break Down & Big Item Pickup 3:00 PM to 5:00 PM

****APPLICATION DEADLINE DATE: 1 Week Before Event date or when spaces run out****

****PLEASE COMPLETE AND RETURN THIS DOCUMENT TO admin@stmatthewssnellville.org****

1 VENDOR INFORMATION

COMPANY / BUSINESS	OWNER / CONTACT NAME (First and Last
CELL PHONE	EMAIL
VENDOR WEBSITE (if applicable)	

2 PRODUCT CATEGORY

PLEASE CHECK ALL THAT APPLY:					
<input type="checkbox"/>	Vintage Collectables	<input type="checkbox"/>	Vintage Furniture	<input type="checkbox"/>	Housewares
<input type="checkbox"/>	Jewelry	<input type="checkbox"/>	Holidays	<input type="checkbox"/>	Glass
<input type="checkbox"/>	Paper Goods, Books & 'zines	<input type="checkbox"/>	Woodworking	<input type="checkbox"/>	Pet Supplies
<input type="checkbox"/>	Children Items	<input type="checkbox"/>	Ceramics & Pottery	<input type="checkbox"/>	Plants
<input type="checkbox"/>	Toys, Dolls & like collectibles	<input type="checkbox"/>	Art	<input type="checkbox"/>	2 nd Chance clothing
<input type="checkbox"/>	Candles	<input type="checkbox"/>	Soap, scents, bath & Body	<input type="checkbox"/>	Quilts, Crochet, etc.
<input type="checkbox"/>	Other (Please describe)				

DESCRIPTION OF YOUR PRODUCTS	PRICE RANGE OF PRODUCTS

ADDITIONAL COMMENTS / QUESTIONS

Vintage Fall Bazaar Rules & General Information

- This event is open to the public and is a rain or shine event.
- You must sign up for the bazaar by emailing admin@stmatthewssnellville.org. You will receive a fillable PDF application to complete to email back.
- Vendors are accepted on a first-come, first-serve basis. Please remember space is limited.
- Set-up must be completed 30 minutes before the Bazaar starts.
- Vendors can begin set up as early as 6AM.
- Vendors arriving for set-up after the show has started will not be allowed to participate and will not receive a refund on the booth fee.
- All booths must have at least one table (or suitable substitute) to display their items (except furniture). 10x10 tents are encouraged. All tents must have anchors at all 4 corners of the tent.
- Individual areas must be kept neat, and clean throughout the Bazaar.
- Arguing, or offensive behavior is not allowed and can be cause to be asked to leave. If you have a problem please reach out to a designated event coordinator.
- There is no electricity provided – please contact event coordinators if you have a generator* for pre-approval. Space for this accommodation is limited. (*no pre-approval for food trucks)
- Vendors are responsible for receiving payment for their goods. As such, please bring necessary change/funds, app payment systems etc. as there will not be change available at the event.
- Vendor parking will be provided but is limited. Please limit on site vendor parking to 1 vehicle per booth to leave plenty of spaces for visitors.
- No early breakdowns. Vendor vehicles not allowed in the walking areas until after event ending.
- Individual areas must be clean and all trash disposed of before departure.
- Flyers for craft shows will be available via PDF if you would like to use it on your social media or print it out to share.
- Bazaar team will do our best to try to not place vendors next to a same items vendor, however, this is not guaranteed.
- There are 37 Vendor Spaces (25 single, 9 double, 3 triple and 2 food truck spaces)

The purpose of the St. Matthews Vintage Fall Bazaar is to bring together the community, share treasures and enjoy the purchasing of unique items, artwork and crafts.

I, (please print first and last name)

hereby state that I have read all the rules and instructions and agree to abide by them. I am aware that St. Matthews is not responsible for any loss or damage to vendors' wares, exhibits, or personal property. I also understand that a reservation is a commitment to show up and participate and there will be no refunds for this rain or shine event.

Signature: _____ Date: _____

Space will be assigned first come first serve. A Bazaar volunteer will contact you for payment and to assign a space. Once all designated double and triple spaces are filled all spaces will be charged at the single space price if you need more than one space. Please indicate what type of space you are interested in by marking a box below:

<input type="checkbox"/>	Single Space 10' x 16' - \$40 / ea
<input type="checkbox"/>	Double Space 20' x 16' - \$75 / ea
<input type="checkbox"/>	Triple Space 30' x 16' - \$110 / ea
<input type="checkbox"/>	Food Truck space - \$50 / ea