



## The Holiday Market at BattleCreek

Saturday November 6, 2010

### CRAFTER GUIDELINES

1. Booth rental is \$75.00/per booth for non-church member or \$50.00/per booth for current TCABC church member (church member discount does not extend to friends and family of church members), if received by October 1, 2010. There is a maximum of 2 booths per crafter. Applications received after October 1, 2010 will result in an increased rate as follows: \$85.00/per booth (\$60.00 for members) after October 1; \$95.00/per booth (\$70.00 for members) after November 1.
2. The Holiday Market allows 2 vendors per home-based type business (ie: Homemade Gourmet, Pampered Chef, Creative Memories, Mary Kay, Cookie Lee, Arbonne, etc.). This list is not all-inclusive, just examples. If your company only allows one consultant per show, it is your responsibility to inquire to see if we already have a vendor who represents your Company before you submit your application.
3. We will be charging a \$1.00 admission fee per person that will be donated to Tulsa area missions in The Church at BattleCreek ministry.
4. Your tables must be covered to the floor.
5. We ask that there be not more than 2 crafters per booth; you will receive 2 vendor passes with your information packet at check-in.
6. We request that booths be manned by adults only.
7. Each craftsman is responsible for his/her display and craft items.
8. We ask that your booth be neat, clean and free from visible overflow merchandise.
9. To protect our floor, please be sure any display racks or backboards have plastic or felt on the feet.
10. We ask that you refrain from placing anything on the walls.
11. The church will be open from 2:00 pm to 8:00 pm (TIMES ARE SUBJECT TO CHANGE) on Friday, November 5 for set-up. **ALL CRAFTERS MUST REPORT TO THE CHECK-IN COUNTER AT THE INFORMATION CENTER (west end of building) PRIOR TO SETTING UP YOUR BOOTH.** When you prepare your booth on Friday, please bring another cloth to cover your crafts once you are set up.

12. If you must set up on Saturday morning, the church will be open at 7:00 am. We request that your booth be ready for business by 8:50 am. The doors will open promptly at 9:00 am for the public and we will close at 4:00 pm.
13. Vendors must have their booth space clean by 6:00 pm on Saturday, as the church will be closing at that time.
14. Once booths have been assigned, moving will not be permitted. Any complaining about location or surrounding vendors will be cause for dismissal from the show. This will not be tolerated. Booths are assigned systematically, any rearranging or relocating causes problems to other vendors and to The Holiday Market. Again, once booths are assigned, booths will not be relocated.
15. The Church at BattleCreek respects COPYRIGHT LAWS. We ask that you refrain from offering items that are copyrighted unless you can show written permission of your use of their logos or characters.
16. Because The Market takes place in a church we ask that any inappropriate items not be sold. We reserve the right to prohibit the display or sale of items we consider to be in poor taste.
17. We cannot accept any homemade food items, unless you have the proper food handler's permit.
18. Please be prepared for business with sacks and adequate change. There are no banks in the near vicinity. TCABC will not be responsible for providing change.
19. Applicants who find they cannot participate should notify The Holiday Market at BattleCreek Director as soon as possible. Only The Holiday Market at BattleCreek Director can reassign your booth.
20. We regret that no refunds will be given after October 1, 2010.
21. Only primary applicants will receive The Holiday Market 2010 instructions. If you are sharing a booth please copy all information and give to your booth partner.

***PLEASE KEEP THIS INFORMATION FOR FUTURE REFERENCE***