

St. Mark Catholic Church Christmas Bazaar

Vendor FAQ

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Keep for your reference

Indoor Booths

Friday, November 17, 2017 –
3:30 – 7:30 p.m. Setup

Saturday, November 18, 2017

7:30 a.m. Setup
8:30 – 3:30 p.m. Doors open to public
4:30 p.m. Vendors must be out of building

Outdoor Booths

Friday, November 17, 2017 –

3:30 – 7:30 p.m. Setup tents only – we cannot be responsible for outdoor items left overnight.

Saturday, November 18, 2017

7:00 a.m. Setup – Your booths will be marked off and you will know where your assigned spot is in advance.
8:30 – 3:30 p.m. Doors open to public. You must be set up and ready for business. There is too much sidewalk traffic for you to bring in items once we are open for business.
4:30 p.m. Vendors must be out of their booth area so that we can clean up.

Special note to outside vendors – Please do not block the sidewalk during setup or breakdown. There will be a great deal of traffic (people and carts) using the sidewalks during this time. We must keep the path open at all times.

Location -

14740 Stumptown Road
Huntersville, NC 28078
Phone: (704) 948-0231

Details and guidelines:

- 1) Given that this is a fundraising event, all vendors are expected to have product to sell the day of the Bazaar. Cash and carry businesses generally do the best at this event. We are able to keep the upfront booth rental fees low by basing a portion of it on your sales. Our overall success is directly tied to your sales that day. ***This is not the appropriate venue for marketing purposes or booking future home parties only.*** We have a variety of sponsorships available for those only wish to market their services.
- 2) All proceeds go to the needs of St. Mark Catholic Church which is a non-profit. For many businesses, the booth fee is tax deductible, making it even more affordable. ***Be prepared to settle the bill on Saturday prior to your departure.***
- 3) There are a limited number of booths. ***Please note, to reserve your spot, you must complete a Vendor application form – including a signed Hold Harmless Indemnity Agreement, and pay the Vendor Registration Fee.*** The fee and the form must be mailed or delivered to the Church.
- 4) The Bazaar Committee reserves the right to deny applications, due to space limitations or because a vendor is not consistent with the wholesome family atmosphere of our event.

- 5) We only accept one vendor per company brand name.
- 6) To accommodate as many vendors as possible, each vendor will be limited to one booth.
- 7) Once your Vendor Application is accepted, your Registration Fee is nonrefundable.
- 8) Prize donations are appreciated, but not mandatory. All vendors donating a prize by the deadline will be entered into a drawing for a free Registration Fee.
- 9) There will also be a contest and prize for the best booth.
- 10) All booth locations will be assigned by the Christmas Bazaar committee.
- 11) Participants must be set up and open for business by 8:30 a.m. Saturday and must remain open until 3:30 p.m. It is unsafe for vendors to pack up during the show's operating hours.
- 12) Participants are expected to bring their own tablecloth, which should completely cover the table but not be adhered to the table. No merchandise can be placed on walls.
- 13) ***There is no electricity available at booths.*** No open flames are allowed in the building.
- 14) We suggest limiting the number of workers to 2 per booth; otherwise it can be distracting.
- 15) We also do not recommend two vendors sharing a booth – spacing becomes very tight.
- 16) Any relevant taxes are the responsibility of each individual.
- 17) St. Mark Catholic Church and the Christmas Bazaar Committee are not responsible for any loss, theft or damage. However, the room will be locked when unattended.
- 18) If you are unable to participate, please notify us as soon as possible.
- 19) **Any vendor not complying with these guidelines may not be invited back next year.**

For questions, contact: Christmas.Bazaar@StMarkNC.org

Booth Layouts

Outdoor Booths

Tent booths are approximately 10'x10' (unless you were otherwise notified upon registration.) The booths are in the grass. The sidewalk must be kept accessible for attendees, so no tables or display items go on the sidewalk.

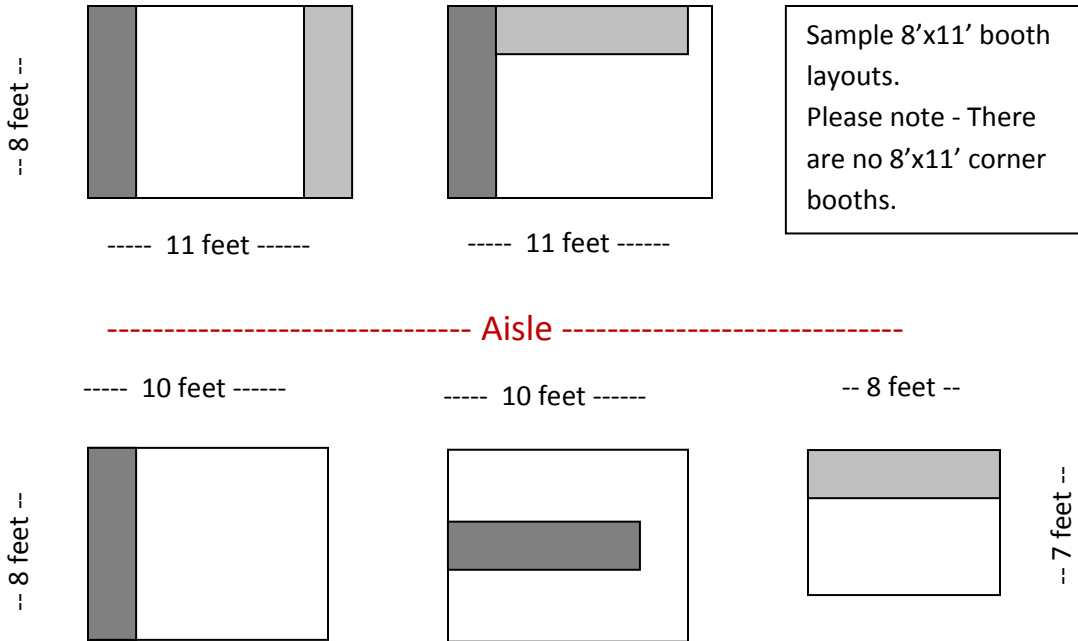
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Indoor booths

You are welcome to bring your own table or display items; you are not required to use our tables. Circle the number of tables/chairs you want on your application.

Also, in order to avoid any confusion about possible booth layouts and how the tables can fit within the booths, please review the diagrams below.

The longest sides of the booths face the aisles. The gray rectangles represent 8' x 2' tables.



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I've forgotten what I agreed to donate as a raffle/door prize.

Visit the [Vendor tab](#) of the website and look for your information. We now include the donation listed on your vendor application on this tab as well as the front page.

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What is the Bazaar's objective?

The St. Mark Christmas Bazaar is a fund raiser for the needs of the church. Therefore, our overall goal is to raise money through the combination of vendor booth rental and sales, parishioner run booths and sponsorships.

Because the proceeds are going to a not-for-profit fund, vendors are provided a receipt at the end of the event that may be tax deductible

depending on your individual situation. *This can be an extra benefit of participation in our show.*

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How many people attend the Bazaar?

Last year we had over 1,200+ attendees. We attract customers from the Lake Norman and North Charlotte areas.

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How much does a booth cost?

We strive to keep your fixed costs as low as possible. Therefore, our booth prices are comprised of a fixed base price plus a percentage of your sales for the day. This means if you do well, we do well.

We have 4 standard booth configurations –

- 8x11 with two tables = \$40 + 15% of your gross sales for the day
- 8x10 with one table = \$30 + 15% of your gross sales for the day
- 8x7 with one table = \$20 + 15% of your gross sales for the day
- 10x10 outdoor booth (in the grass) = \$10 + 15% of your gross sales for the day

Because our success depends on your success, we actively promote the event through both traditional and social media. In addition, your contact information can be listed on our website until July of the following year. Based on Internet analytics, our website attracts visitors all year long. In fact, we first created the web site due to the volume of follow-up requests we received for customers wanting to contact vendors they met at the Bazaar.

All Bazaar proceeds go to the needs of St. Mark Catholic Church which is a non-profit. This means that *for many businesses, the booth fee and prize donations are tax deductible, making it even more affordable.*

We do expect our vendors to be prepared to settle the bill on Saturday prior to their departure. Failing to do so could result in not being invited back next year.

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When does registration open?

Registration for new vendors generally opens mid-late August for St. Mark Parishioners. Generally it opens to the public 1-2 weeks later. We are generally sold out by the mid-September.

Specific dates are usually posted on the Vendor tab of the web site by early August. Click on the Vendor Application for the current year's dates.

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What happens if my first choice of booth size is not available?

While we strive to provide all vendor's with their first choice of booth size, this simply isn't always possible. To expedite the registration process, on the Vendor Registration form, we now ask that you let us know which sizes that you are willing to accept, should your first choice be sold out. If you are only willing to accept the size listed on your application form, simply circle "No" besides all the other sizes on the form and if we are sold out, we will notify you and return or destroy your check.

If you are willing to be flexible and another size may work for you, simply circle "Yes" next to each of the alternate sizes. This way if your first choice is no longer available, we will automatically register you for another acceptable booth size. You will be notified of the change as well. Any adjustments to the Registration Fee will be addressed during checkout the day of the Bazaar.

For example, you would like to register for an 8x11 booth for \$40 and we are sold out of those by the time we receive your order and you are willing to take a smaller indoor booth, but you are not interested in an outside booth, you would complete your form like this -

Circle requested booth size	Reser- vation Fee	Circle number of 8' Tables (if applicable)			Circle number of Chairs (if applicable)			If we are sold out of your requested booth size, indicate which of the other sizes you're willing to take
8 x 11 booth	\$40 *	0	1	2	0	1	2	Yes / No
8 x 10 booth	\$30 *	0	1		0	1	2	Yes No
8 x 7 booth	\$20 *	0	1		0	1	2	Yes No
10 x 10 OUTDOOR booth (in grass)	\$10*							Ye / No
Total Reservation Fee and signed Hold Harmless Indemnity Agreement due w/ application								

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How can I get on the Wait List?

If you visit our site and registration is already closed, then you can request to be added to our Wait List. Our Wait List operates like our registration – first come/first serve. So should we have a cancellation, we will contact vendors in order of their addition to the Wait List.

To date, we've only ever had a couple of cancellations and our Wait List is often very lengthy. However, the one advantage to being added to the list is that we will attempt to send you an email next year alerting you of the date of the Bazaar as well as the date that registration will open. If (Note – Sometimes these emails wind up in your Junk Mailbox.)

If you wish to be added to the Wait List, email – Christmas.Bazaar@StMarkNC.org. Please include your name, company name, phone and products you sell.

Those vendors that aren't able to rent a booth this year should consider becoming a Goody Bag Sponsor. It's a great way to ensure that at least

500 of our customers go home with your contact information. (See the FAQ [How do I put something in the Goody Bag?](#) question below for more information.)

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How is booth placement decided?

The Christmas Bazaar Committee assigns booth placement based on a number of factors:

- Booth size
- A vendor's past sales
- The order that registration was received
- Product line – Our goal is to not have direct competitors next to each other, but this is not always possible.
- Donations – While not required, it is very helpful to our overall effort when vendors support the Bazaar's efforts with door/raffle prizes. It also provides vendors with a little extra advertising both on our website and onsite.

It is our experience that customers walk the entire Parish Hall (at least once!), so there really isn't a "bad" booth location.

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Can I request a specific booth location?

Often times we receive vendor's request for specific booth locations. These requests obviously make the layout process more difficult. We ask that you do not make requests unless there's a real need for it.

We try to be a very vendor friendly show. While we strive to fill as many special requests as possible, *understand we cannot always accommodate all requests, so you should not rely on having electricity or being against a wall, etc.* You should have a "backup plan" in mind because the final layout isn't available until a week before the show.

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Is there electricity available?

Our vendor application clearly states there is ***no electricity available***. We have always tried to accommodate special requests for electricity but it is not always possible. Therefore, if electricity is critical to demonstrating your product, you should consider whether or not this is the right show for you.

If electricity is important for your success and you do register, you should have a “backup plan” in mind because the final layout isn’t available until a week before the show.

Note – There’s never electricity available for any 8x7 booths.

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How are vendors selected?

Vendors are registered on a first come/first serve basis of the receipt of a completed Vendor Application, a signed Hold Harmless agreement, accompanied by the Vendor Registration fee. (Note – The applications must be mailed or delivered to the address on the application.)

We reserve the right to reject any vendor whose product line is not consistent with the wholesome family atmosphere of our event.

We occasionally receive requests from multiple individuals selling the same product line (Pampered Chef, Mary Kay, etc.). We will only accept the first application for each company.

Note - Beginning in 2017, we will begin to limit the number of non-handmade product vendors in order to ensure we remain primarily a handmade show. Therefore, we will register vendors first come/first serve within the two categories – 1) handmade and 2) mass produced.

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Can parish ministries participate in the Bazaar?

Absolutely! However, this is one of the few church-wide fundraisers; all ministries are considered “vendors” and must abide by the same guidelines

as any other vendor. This includes the fees, following the registration process, etc. Booths are not held for ministries; registration is on a first come/first served basis as with all others – it's the only way we can be fair to all.

However, we have had several ministries participate in the past as a fully paying vendor and they have done extremely well. We do want to point out though that you should really **only staff two people** in your booth at time. Too many volunteers at the booth at once make it intimidating for customers to visit your booth and can cause traffic jams in the aisles. Please plan accordingly.

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Why do you need my parishioner envelope number?

We open registration to parishioners before the general public. While this has always been the case, unfortunately, we have learned that we need to verify that applicants are actually registered parishioners in order to ensure that everyone is following this process.

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I was a vendor previously, but did not get a booth this year; why?

The layout of the Bazaar is often adjusted year to year. Because of this we cannot *guarantee* a booth for all previous vendors. Therefore, even previous vendors may be competing with new applicants for a booth. Registrations are accepted on a first come/first served basis, but registration opens at different times for different groups. (For example, parishioners before the general public, etc.)

The event is very popular and we wish we had the space to accommodate all requests, but it is limited. For those vendors that do get a spot, the intimacy of the event is something that they especially like. Every attendee is likely to visit every booth making it a highly successful event for our vendors.

While it rarely happens, some vendors who do not abide by the guidelines listed on the registration (e.g. leaving early, not checking out at the end of the day, etc.) may not be invited back the next year. In most cases, after a one year absence, a vendor can apply to once again participate.

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Is this a juried show?

This is not a juried show. Vendors are selected on a first come/first serve basis. However, there are limits to the number of non-handmade product vendors.

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Can I sell from a catalogue in my booth?

We discourage catalogue sales at this event. We are looking for vendors that provide cash and carry products. Catalogue sales can *supplement* the overall sales of the booth, but they shouldn't be the main focus.

This is not an event where the focus should be booking "parties" or future "workshops." This is a fundraiser and booth fees are based on the sales of the day of the Bazaar.

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How come my information is not on the web site?

Content is added to the website as soon as possible, but the Bazaar is run by volunteers, so please be patient.

Additionally, we will not post contact information on the website without permission. If you did not check "Yes" on the vendor application form, then your information won't be posted. To change this, please email

Christmas.Bazaar@StMarkNC.org.

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I sell a service; can I have a booth?

Unfortunately, because our booth fees are based on your sales for the day of the Bazaar, this is not an event that is appropriate for marketing a service in one of our booths. Most of our customers are shopping for Christmas gifts. Our vendors are expected to have items available for purchase on the day of the Bazaar.

If you do wish to market your business, we have a several options. We have several sponsorship options available. (See the [Sponsor tab](#) of the website for a current listing of available options.)

Additionally, you could become a Goody Bag sponsor and 500 people will go home with your advertising materials. (See next question for more details.)

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How do I put something in the Goody Bag?

The first 500 attendees of the St. Mark Christmas Bazaar are provided with a free Goody Bag. Various businesses provide us with promotional material and for a \$25 fee their items will be placed in the Goody Bags.

Promotional materials can vary greatly – business cards, flyers, candy, product samples, magnets, water bottles, pens, note pads, etc. (See the [Sponsor tab](#) of the website for all the details.)

Note – Our booth vendors may also choose to include their items in the Goody Bags. We do not limit the number of vendors from a company/type of business for inclusion in the Goody Bags.

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How can I win a free Registration Fee?

We are offering an incentive for vendors to contribute to our Raffle/Door Prizes. If you donate an item for our use with the raffle or door prizes **and you [deliver](#) it to us by October 27, 2017** then you will be entered into a drawing the day of the Bazaar. If your name is pulled, your booth Registration Fee will be deducted from your final bill.

Example - So if you've rented an 8x7 booth for \$20, your prize will be \$20 and if you've rented an 8x11 booth for \$40, you will win \$40!

Our volunteers have especially hectic work schedules, so it's critical that we get your donations to us as soon as you can so that they can be packaged and the signage can be prepared. We appreciate your support and don't forget your donation may be tax deductible.

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Where do I deliver my donation?

You can deliver your items to:

Pam Hester
10116 Bayart Way
Huntersville, NC 28078
(The Hamptons neighborhood, 5 minutes from St. Mark.)

OR

St. Mark Catholic Church
14740 Stumptown Road
Huntersville, NC 28078
*(There will be a blue bin labeled for the Bazaar in the Parish Center Narthex or in the Church Office during working hours. **Please label the item with your name and "Christmas Bazaar."**)*

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