

ANNUAL CHRISTMAS BOUTIQUE
HOSTED BY GOSPEL BAPTIST CHURCH
VENDOR GUIDELINES



The boutique date is Saturday, November 2nd, 2019.
Set up will be Saturday morning from 7:00am - 8:45am
There is no set up on Friday Night.

SATURDAY SCHEDULE

7:00am - 8:45am	Vendor Setup
8:45am - 9:00am	Final Preparations & Open Doors
9:00am – Noon	Open shopping Boutique

VENDOR GUIDELINES

Registration:

- August 1st – September 30th registration open for returning vendors + church members & faithful attenders.
- October 1st – 28th registration will then be open to the public; this means if we have not received your vendor donation and someone else signs up with the same or similar product and pay, they will secure that spot and you may not be able to get a spot.
- Returning vendors only need to fill out the application form that is required to pay for your vendor fee.
- Vendor registration fee is a \$25.00 donation to GBC (includes a 6-8 foot table and 12 ft. wide booth space). You may purchase an additional table/booth space; however, you will have to make an additional \$25.00 donation. Booth registration donations are non-refundable.
- Only ONE Direct Sale Company is allowed per booth. Each additional Company is \$25. If you are a Crafter and also sell from a Direct Sales Company, you must also pay the additional \$25. (Additional company must be approved by Christmas Boutique coordinator prior to the event).
- All proceeds from booth registration will go directly Gospel Baptist Church Outreach opportunities.
- You must be able to stay for the whole boutique on Saturday unless you sell out, in which case you must find the Boutique Coordinator before you pack up.

Booth Space:

- Booth space is limited and will be offered on a "first come, first served" basis.
- Space between, under and around tables is limited, so take that into consideration when deciding what items you would like to have on display. You may have a small rack/table behind your table but nothing bigger than 6 feet.
- Advertising will be in the church bulletin, church website, Facebook, and flyers around the community. We may also utilize local newspapers & radio stations. In addition, we will have additional signs around the church directing guests to the boutique.
- You must bring your own way to transport your items to and from the area in which you are assigned. We will not have access to carts to help you.
- Parking for vendors will be at the left entrance where the church gymnasium is located. You must park in a parking spot and bring your boutique items from there. After you have signed in and received your booth number, you may bring your items in.

Deadlines & Payment Information:

- Please make checks payable to: Gospel Baptist Church (include Christmas Boutique in the memo)
- Church Members & Attenders: Please place checks in an envelope with "Attn: Kimberly Ledford" on the front & drop at the church welcome center (or)
- Mail checks to:
Kimberly Ledford
287 Wild Fern Lane
Reidsville, NC 27320

Cancellations:

- Vendors whose cancellations are received in writing no later than October 15th will be refunded 50% of the booth donation(s). Booth donations are non-refundable after October 16th, 2019.
- In the unlikely event of snow, the Christmas boutique will be rescheduled to November 16th. The Christmas Boutique Coordinator will make the sole determination whether the event is rescheduled due to inclement weather, and will notify all vendors as timely as possible.

Additional Information & Disclaimers:

- Receipt of this signed vendor request form along with payment will secure your spot.
- An email will be sent to you as confirmation.
- Please remember this is a church event and we respectfully ask you to keep all gifts appropriate and family friendly. We reserve the right to remove any item(s) that violate this policy.
- It is up to the vendors to determine which payment methods you will accept. Some vendors use square or other methods for credit card purchases. That worked out great in the past, so it is up to you to determine what forms of money you will take. You may use a method that accepts credit cards.
- Unfortunately, we are not responsible for lost or stolen items. We will not have a security team this year, so please watch your table closely and let me know if you see anything suspicious.
- Each year GBC provides an extra "fun" thing for the shoppers. On the map we are providing, we will have a spot for each vendor to sign or stamp by their booth spot (your choice on how you do this) as people shop. For those shoppers who have every vendor spot marked, they will be entered in a drawing for a gift. Giveaway items are donated by church members, as well as any vendors that would like to participate. This fun "treasure map" ensures that all the booths are visited and shopped!

We want to thank you for participating this year. We are so excited for you!

Go online to: <https://gbcmoms.wixsite.com/connect/mcb> to register as a vendor (or) fill out the attached form and return to me by Monday, October 31st, 2016.

If you have any additional questions or need any more information, please contact me at (H) 336-394-4895 / (C) 606-499-1501 or momatgbc@gmail.com

Looking forward to seeing you this year,

Kimberly Ledford

GBC Christmas Boutique Coordinator

I certify that I have read and understand these guidelines.

Name: _____

Date: _____

Vendor Request Form



Gospel Baptist Church Annual Christmas Boutique

Saturday, November 2, 2019

9:00am – Noon

Name: _____

Company Name (if applicable): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: (H) _____ (W) _____ (C) _____

Email: _____

Preferred Method of Contact: (please circle one) Call/Text Email Postal Mail

Merchandise at your booth: _____

Price Range of Items: _____

Number of Booths: 1 2

What size table do you prefer? (tables are first come, first serve - we will do our best to accommodate your preference)

6-8ft – provided by GBC I'll bring my own table (no larger than 10 ft.)

Ministry Use Only

Approved By:	Amt. Paid:	Date:
Booth #:	<input type="checkbox"/> Cash <input type="checkbox"/> Check / # _____	