

ANNUAL CHRISTMAS BOUTIQUE
HOSTED BY MOPS AT GOSPEL
VENDOR GUIDELINES



The boutique date is Saturday, November 28th, 2015.
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:

- Registration for returning vendors is Sept. 21 – Sept. 30
- October 1 – November 14 registration will be open to church members & faithful attenders
- November 15 registration will then be open to the public; this means if you have not paid 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 \$35.00 donation to our MOPS Ministry (includes your choice of an 8 or 10 foot table, depending on availability). You may purchase an additional table; however, you will have to make an additional \$35.00 donation. Booth registration donations are non-refundable.
- Only ONE Direct Sale Company is allowed per booth. Each additional Company is \$35. If you are a Crafter and also sell from a Direct Sales Company, you must also pay the additional \$35. (Additional company must be approved by MOPS coordinator prior to the event).
- All proceeds from booth registration will go directly to the MOPS at Gospel Ministry Fund.
- You must be able to stay for the whole boutique on Saturday unless you sell out, in which case you must find me 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 4 feet.
- Advertising will be in the church bulletin, church website, Facebook, and flyers around the community. 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 room 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.

Ministry Partners:

- Being a “Ministry Partner” is optional. Should you choose to donate a portion of your sales for the day, you will receive a sign for your booth that indicates that you are a ministry partner, thus possibly increasing your sales.

Deadlines & Payment Information:

- Please make checks payable to: Gospel Baptist Church (include MOPS Boutique in the memo)
- Please place checks in an envelope with "MOPS - Attn: Kimberly Ledford" on the front & drop at the church welcome center (or)
- Mail checks to:
Gospel Baptist Church
Attn: Kimberly Ledford
5945 North Church St.
Greensboro, NC 27455

Cancellations:

- Vendors whose cancellations are received in writing no later than November 22, 2015 will be refunded 50% of the booth fee(s). Booth fees are non-refundable after November 22, 2015.
- In the unlikely event of snow, no snow date will be scheduled. Your registration fee will be completely refunded. MOPS at Gospel will make the sole determination whether the event is cancelled due to inclement weather, and will notify all vendors as timely as possible.

Additional Information & Disclaimers:

- Receipt of this signed vendor contract 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 the square or other methods for credit card purchases. That worked out great, 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.
- This year we are adding an additional "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. Hopefully, this will make sure we have all the booths visited and shopped!

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

Go online to: www.mopstgospel.wix.com/mopsMCB to register as a vendor (or) fill out the attached form and return to me by Sunday, November 22, 2015.

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

Looking forward to seeing you this year,

Kimberly Ledford

MOPS Coordinator