

A Portland Country Christmas Vendor Application

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November 1 & 2, 2024

Friday, November 1 @ 5:00 - 8:00 PM
Saturday, November 2 @ 9:00 - 3:00 PM

**FREE event for customers
with
NO ADMISSION OR
PARKING FEES!**

We are excited to announce the return of the **Portland Country Christmas Craft Fair** held at First Baptist Church, 106 N. Broadway Portland, TN on Friday, November 1 and Saturday, November 2, 2024. We have an ideal location to host the event in our large gym totaling 82 spaces on the gym floor and walking track. In addition, the adequate parking and concessions are all available in a prime location and at a wonderfully affordable price of only \$75 per space on the ground level gym floor and \$60 per space on the 2nd level walking track.

Vendors from the previous year will have 30 days after receiving application to reserve their spaces first. After that time period, booths will be rented on a first come, first serve basis. We reserve the right to select vendors and limit repetitive items to offer a wide selection of crafts/products to our customers. Only appropriate crafts/products will be accepted. No items related to drugs, alcohol, tobacco, CBD oil, foul language, or other inappropriate content will be allowed at this event. Women On Mission reserves the right to determine if any items are inappropriate and refuse them.

****Vendors are required to donate one item which will be used for door prize drawings. Item must be given to Women On Mission by 5:00 Friday, November 1, 2024. Please donate tangible item (no gift certificates or coupons).**

There must be items for sale in your booth to rent a space; however, appointments can be made for orders or additional services, etc. (e.g. Mary Kay/Pampered Chef). Yard Sale and Flea Market items will **not** be allowed. Vendors are required to provide their own tables, chairs, and other needed display items. Booths are to be visually appealing and kept clean throughout the show. **Vendors must be set up, present, and open/operating during ALL Craft Fair hours.**

Interested vendors must complete the application on page 2 and submit it via any of the following:

Set Up Dates:

Thursday, Oct. 31 – 4:00-8:00

Friday, Nov. 1 – 10:00 – 4:00

Phone:

615-513-3768
Carla Pentecost

Mail:

Women On Mission
First Baptist Church
106 N. Broadway
Portland, TN 37148

Email:

WomenOnMissionFBCP@gmail.com

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Business/Booth Name: _____

Email: _____ Phone #: _____ Text? Yes No

Full Name: _____ Address: _____

Description of items to be sold: _____

**Vendors are required to send a picture of craft/product for approval & our advertising purposes. You may email pictures to WomenOnMissionFBCP@gmail.com for review. Please make the subject line your booth name.

Event Dates:

Friday, November 1 @ 5:00-8:00 PM & Saturday, November 2 @ 9:00 AM-3:00 PM

Set Up Dates: Thursday, October 31, 4:00-8:00 PM & Friday, November 1, 10:00 AM-4:00 PM

****NO EARLY TEAR DOWN and no loading or unloading permitted during craft show hours.** At the end of the show November 2nd, all vendors are required to pack and remove all crafts/products immediately from the church premises. **ONLY blue painters tape and command strips are allowed on walls.** NO tape on floors. Tent frames/canopies are allowed for display use, but **MUST FIT** within your designated booth space (cannot block aisles).

Booth Space Rental:

10x10 booth \$75.00 per space. Located on 1st level Gym Floor

7x12 booth \$60.00 per space. Located on 2nd level Walking Track

Special booth requests Electric (**\$15 Extra**) Wall Space Second Booth Space

Other: _____

*Some booths will have an I-beam along the back wall, so please make a note if its problematic and we will do our best to try to accommodate everyone as possible.

Electric cannot be available in every booth.

Payment Methods: Venmo, PayPal, checks, and cash accepted.

Payment is due within 2 weeks after your booth approval. Registration is not considered complete until application is approved and payment in full is received. **No vendor is held a spot until registration and full payment is made.** This is a rain or shine event and fees are 100% non-refundable.

In the unlikely event the show is cancelled, your fees will be promptly refunded.

By typing or signing below, I acknowledge that I understand and agree to the above stated arrangements and requirements (stated on pages 1 and 2) as a participant in **A Portland Country Christmas Craft Fair.**

Failure to comply with rules and regulations may lead to rejection in future events.

Signature: _____ Date: _____