

# Emmanuel United Church of Christ

## Vendor Application

**Deadline: October 18, 2019**

**Date: Saturday, November 2<sup>nd</sup> 2019**

**Time: 10:00am-4:00pm**

**Location: 36821 Sunset Drive (Hwy 18), Oconomowoc, WI**

**Event Tickets: \$1 in advance, \$2 at the door**

**Event Profile:** A family friendly, stress free shopping experience for community members looking to get a jump start on holiday shopping. Find unique gifts, support local crafters and independent businesses, and enjoy a bite to eat.

### **Selection criteria and table information:**

- Applications submitted before September 15<sup>st</sup> will be entered into a drawing. One vendor will win their registration back and one will receive a \$5.00 voucher for food at the event
- Accepted applicants will receive a confirmation email, pending payment. Once payment has been received, another confirmation email will be sent along with event information to share and marketing material for the event. Vendors will receive 5 complimentary event tickets that can be picked up from the office or sent in the mail.
- We are not able to approve duplicate Independent Sales Vendors
- Applications are accepted on first come, first serve basis
- Vendors are responsible for collection and payment of all appropriate sales tax. Waukesha County sales tax rate is 5.1%
- Payment can be made in the form of cash or check and is required to be received within 7 days of receiving the confirmation email, pending payment. If not, the application is subject to dismissal, to allow other applicants the opportunity to be approved.
- No money refunds will be provided after the application deadline. Cancellations made prior to the deadline will be refunded less \$5.00
- Applicants who refer a vendor, will get a discount of \$5.00 of the table price. Vendor must be approved and paid to qualify for the discount.
- Vendors are free to advertise their merchandise/small business as they choose at their table.
- This is an indoor event
- Several table choices are available. 5' Round, 8' Rectangular and 6' Rectangular. You may also select to bring your own table. All available tables space allows for you to be positioned in the front and back areas of the table. Each table comes with two chairs (more are available upon request)
- Table covers are not provided by the church
- Set up times are from 6pm-7:30pm Friday, November 1<sup>st</sup> or 8am-10am Saturday, November 2<sup>nd</sup>.

## Holiday Shopping Delight





**HOLIDAY SHOPPING DELIGHT  
VENDOR APPLICATION**



NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

On FACEBOOK?      YES      NO

                 CRAFTER              INDEPENDENT SALES REP

Description of merchandise to be sold:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Table Selection: Check One

5' Round	\$20.00
8' Rectangle	\$25.00
6' Rectangle	\$15.00
Bring your own table-Dimensions:	\$15.00
Additional chairs needed (2 provided)	How many?

Refer a Vendor:

Name: \_\_\_\_\_

Make checks payable to: Emmanuel UCC and mail to:

Submit applications to: Melanie Laur (262-744-1214)

[holidayshoppingdelight@gmail.com](mailto:holidayshoppingdelight@gmail.com)

**Emmanuel UCC**

**P.O. Box 216**

**Dousman, WI 53118**

The success of this event depends on you! Please share your complimentary tickets with your family, friends and neighbors. Please advertise to your social media contacts. The event will be advertised on our website, on Facebook, and within the local media and community but your personal invitations are invaluable. We encourage you to share our flyer abundantly and spread the word.