



**Arts & Crafts Extravaganza (ACE)**  
**November 17, 2018**  
**Vendor Registration**

**Check One:**

- New Vendor Application  
(New Vendors are asked to attach photos)  
 Returning Vendor Application

**Contact Person** \_\_\_\_\_ **Business Name** \_\_\_\_\_

**Cell Phone** \_\_\_\_\_ **Alternate Phone** \_\_\_\_\_

**Complete Mailing Address**

**Street** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Email Address** \_\_\_\_\_

**Webpage** \_\_\_\_\_

**Pinterest/Etsy** \_\_\_\_\_

- Main Medium (Select ONLY ONE)**
- |                                |                                  |                                   |                                 |                                      |
|--------------------------------|----------------------------------|-----------------------------------|---------------------------------|--------------------------------------|
| <input type="checkbox"/> yarn  | <input type="checkbox"/> fashion | <input type="checkbox"/> pottery  | <input type="checkbox"/> paper  | <input type="checkbox"/> bath/body   |
| <input type="checkbox"/> wood  | <input type="checkbox"/> jewelry | <input type="checkbox"/> holiday  | <input type="checkbox"/> fabric | <input type="checkbox"/> photography |
| <input type="checkbox"/> décor | <input type="checkbox"/> pet     | <input type="checkbox"/> fine art | <input type="checkbox"/> glass  | <input type="checkbox"/> other _____ |

**Description of items to be sold** \_\_\_\_\_

(You may be asked to remove any items not listed)

Date Rec'd \_\_\_\_\_ 2017 # \_\_\_\_\_ 2018 # \_\_\_\_\_

**Please Check Space Preferred:**

**Amount Due:**

- |       |   |       |
|-------|---|-------|
| _____ | <b>8x8 Space @ \$60.00 in Gym/Commons</b> (A 6 or 8 ft. table & 2 chairs provided<br>No wall space with these booths)   | _____ |
| _____ | <b>10x10 Space @ \$85.00 in Gym/*Commons</b><br>(8 ft. table & 2 chairs provided. Wall space guaranteed in gym only. Nothing may be attached to the wall that will cause damage or remove paint.) | _____ |
| _____ | <b>40 – 60 sq. ft. space @ \$50.00 in Large Meeting Room</b><br>(A 6 ft. table & 2 chairs provided. These booths generally are 8' deep with a 6' front.)  | _____ |
| _____ | <b>OUTSIDE 10x10 Space @ \$40</b> (No set-up included. Bring your own canopy, tables, etc. No generators please.) Check in Saturday by 7:30 am.   | _____ |

**Set Up Information:**

- |       |  |       |
|-------|--|-------|
| _____ | <b>Electrical Outlet (Limited to the 1<sup>st</sup> 20 vendors who request.</b><br>You must bring your own heavy-duty extension cords and power strips.) | _____ |
| _____ | <b>Additional table(s) @ \$5.00 each. How many?</b> _____  | _____ |
| _____ | <b>I have my own set up and will only need the space; no tables.</b>   | _____ |
| _____ | <b>I will be using free standing panels (limited to 6' tall or less.)</b>  | _____ |

**Total Amt. Due:**

\_\_\_\_\_ **Full payment must be included with registration form.**

New Vendors, attach photo of merchandise here. Or provide website where items can be viewed: \_\_\_\_\_

Please return this registration form with a check made to "Matthews United Methodist" for the total amount due.  
**There will be no refunds for cancellation after August 1, 2018.**

## Guidelines

(A copy of these guidelines will be emailed to you with your registration confirmation.)

- Registration fee must be paid with registration. **There will be no refunds of registration fees after 8/1/18, for any reason.**
- *We are a 100% handmade show.* Vendors must create all items sold in their booth and be present at the show. Items purchased for resale and labeled "handmade" are NOT accepted. No "blanks." No buy and sell allowed. No imports allowed. If you use an outside production company with your original design, the design must be clearly labeled with the vendor's name. Items not listed on your application cannot be sold without prior approval. **The ACE Committee reserves the right to ask you to remove any items, at any point in the sale, that do not meet our guidelines.**
- Vendor set-up will be 4:00 – 8:00 p.m. on Friday, November 16, 2018 and 7 – 8:30 a.m. on Saturday, November 17, 2018. **ALL VENDORS MUST ARRIVE BY 8:00 a.m. ON SATURDAY or you will forfeit your booth.** It is recommended that Outside Vendors set up on Saturday morning.
- Park in the large lot to the right of the church and follow the signs to the gym front entrance. A host will be at the doors to guide you to your assigned space. Volunteers from the Boy Scouts will be available to help you unload your vehicle.
- **Please move your vehicle to the back of the parking lot by 8:45 on Saturday morning.**
- Show hours are 9:00 a.m. – 3:00 p.m. Vendors may NOT break down before 3:00 p.m.
- Only 2 vendors may share a booth. Both names and email addresses should be included on application.
- Internet and cell phone access is available (but limited) for credit card processing.
- Items displayed must be within your reserved space and no items may be displayed on the floor outside your booth due to safety precautions.
- No tacking, nailing, or tape on the walls or floors.
- No generators are allowed.
- **Extra lighting is allowed and suggested.** Bring your own spotlight or clip-on light and extension cords. Please indicate electricity needed on the registration form. Electric is limited to the 1<sup>st</sup> 20 requests.
- Since this is a church sponsored event, you will be asked to remove any inappropriate items.
- Breakfast and lunch items will be available for purchase. Coffee is complimentary to the vendors.
- Directions to MUMC are available at [www.MatthewsUMC.org](http://www.MatthewsUMC.org) - 801 S. Trade St. Matthews, NC 28105
- Vendors are responsible for collecting and paying sales tax. Contact 704.519.3000 ext. for tax info.
- Proceeds from registration fees, the bake sale, food sales, and the silent auction go to missions.
- The ACE Committee and Matthews United Methodist Church are not responsible or liable for damages, injury, or loss to any persons or goods from any cause whatsoever. The fore-mentioned cannot be held responsible for any claims of damage, injury or loss arising out of or in connection with the use of space during the ACE.

**I acknowledge and certify that I have read and agree to abide by the guidelines established by ACE.**



**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\*\*Mail registration form, a picture of your art/craft, and registration fee: