



Arts & Crafts Extravaganza (ACE)
November 23, 2019
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 _____ 2018 # _____ 2019 # _____

Please Check Space Preferred:

Amount Due:

_____ **8x8 Space @ \$60.00 in Gym/Commons** (A 6 or 8 ft. table & 2 chairs provided
 No wall space with these booths) _____

_____ **10x10 Space @ \$85.00 in Gym/*Commons**
 (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.) _____

_____ **40 – 60 sq. ft. space @ \$50.00 in Large Meeting Room**
 (A 6 ft. table & 2 chairs provided. These booths generally are 8' deep with a 6' front.) _____

_____ **OUTSIDE 10x10 Space @ \$40** (No set-up included. Bring your own canopy, tables, etc. No generators please.) Check in Saturday by 7:30 am. _____

Set Up Information:

_____ **Electrical Outlet (Limited to the 1st 20 vendors who request.**
 You must bring your own heavy-duty extension cords and power strips.)

_____ **Additional table(s) @ \$5.00 each. How many? _____** _____

_____ **I have my own set up and will only need the space; no tables.** **Total Amt. Due:** _____

_____ **I will be using free standing panels (limited to 6' tall or less.)** _____

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, 2019.

Full payment must be included with registration form.

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

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 8/1/19, 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 22, 2019 and 7 – 8:30 a.m. on Saturday, November 23, 2019. **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 1st 20 requests.
- Since this is a church sponsored event, you will be asked to remove any inappropriate items.
- Lunch items will be available for purchase. Coffee is complimentary to the vendors.
- Directions to MUMC are available at 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, and food sales 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: