

# Girls Day Out Metro Market

November 21, 2015 10 am – 3 pm

## Vendor Application

FOR OFFICE USE ONLY

Application Received: \_\_\_\_\_ by \_\_\_\_\_

Payment Received: \_\_\_\_\_ by \_\_\_\_\_

Auction Item Received: \_\_\_\_\_ by \_\_\_\_\_

ITEM: \_\_\_\_\_

PLEASE TYPE OR PRINT CLEARLY

Organization/Company: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate phone: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

Please indicate the best way to reach you:  mail  email  phone  alt. phone

Items for sale: \_\_\_\_\_

All first-time Shrine vendors should send pictures of items to be sold. Photos may be sent electronically to [mschlather@snows.org](mailto:mschlather@snows.org)

### The booth fees are listed below. Booth fee includes one 6 foot table and two chairs.

Spaces are limited. Personal tables/free-standing displays may not be brought in without *prior consent* from Event Director.

Booth fee # requested \_\_\_\_\_ x \$80 \$ \_\_\_\_\_

Late booth fee (After September 30, 2015) # requested \_\_\_\_\_ x \$95 \$ \_\_\_\_\_

Electricity # requested \_\_\_\_\_ x \$30 \$ \_\_\_\_\_

There are a **LIMITED** number of spaces with electricity available. Vendors must provide own extension cords.

Additional chairs # requested \_\_\_\_\_ x \$5 \$ \_\_\_\_\_

Ad or sample in Gift Bag # requested \_\_\_\_\_ x \$25 \$ \_\_\_\_\_

Each guest in attendance at the luncheon will receive a reusable gift bag filled with samples, coupons, etc. You will need to supply a quantity of 375 of the item(s) you would like included by November 8. *If registered as a vendor, your cost is \$25 for inclusion in the bag.*

Lunch – Delivered to Booth # requested \_\_\_\_\_ x \$10 \$ \_\_\_\_\_

Please mark choice: *Each comes with house-made chips and drink.* (If ordering more than one, please print quantity in box.)

Chicken Salad Sandwich on Croissant

Chicken Tenders

Please mark drink choice: \_\_\_ Coke \_\_\_ Diet Coke \_\_\_ Sprite \_\_\_ Bottled Water

The Shrine Restaurant will also be open if you have enough staff/volunteers to cover your booth while away.

Total Amount Due \$ \_\_\_\_\_

**Each vendor is also expected to donate an item with a retail value of at least \$25 per booth for the quarter auction.**

Item for auction: \_\_\_\_\_

**Applications without accompanying items will not be processed/accepted until donation item is received.**

Please include payment with application.

Payment Method  Cash  Check # \_\_\_\_\_  Credit Card Amount Paid \$ \_\_\_\_\_

### Debit/Credit Card Information

OFFICE USE ONLY: 51012-840-31 APP# \_\_\_\_\_

Card Type: Visa \_\_\_\_\_ MasterCard \_\_\_\_\_ Discover \_\_\_\_\_ American Express \_\_\_\_\_ Amount: \_\_\_\_\_

Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Name (as it appears on card): \_\_\_\_\_ Signature: \_\_\_\_\_

Return completed form and payment to: **Girls Day Out** 442 S. De Mazenod Drive Belleville, IL 62223

Fax: 618-397-1210 E-mail: [mschlather@snows.org](mailto:mschlather@snows.org)

Please be sure to sign the **Important Information & Notes** on the back of this form before mailing.

Application cannot be considered until this is completed.

# Important Information & Notes

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- ❖ Booth and additional fees are non-refundable. Applications will not be processed until fees and auction item have been received. *Fees will not be processed until vendor is approved/accepted.*

## ❖ **AUCTION ITEM:**

- ❖ All vendors are expected to donate an item with a retail value of \$25 or higher for the quarter auction.
  - ❖ **ANY GIFT CERTIFICATES MUST BE ITEM SPECIFIC.**
  - ❖ **Vendor spaces will not be confirmed until item has been received.**
  - ❖ The only exception to this policy will be for groups selling fresh food items.
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- ❖ Booth location requests may be made; however, they are not guaranteed. Please inform us of any special needs when making requests.
  - ❖ Booths will be located inside the Shrine Visitors Center. Some outdoor spaces are also available. If interested, contact the Event Coordinator.
  - ❖ All booth contracts will be awarded at the sole discretion of the National Shrine of Our Lady of the Snows, which reserves the right to reject any group without explanation.
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- ❖ **Vendor Set Up/Teardown:**
    - ❖ Set Up Time:  
**Saturday, November 21 7 am – 9:30 am**
    - ❖ All vendors should check in no later than 9 am.
    - ❖ Any vendors not checked in by 9 am will forfeit their booth space.
    - ❖ All booths must be set up no later than 9:30 am on Saturday, November 21.
    - ❖ Teardown may **begin** at **3 pm**. Teardown must be completed by 4:30 pm.
  - ❖ Political banners, signs, etc. are strictly prohibited.
  - ❖ The Event Coordinator reserves the right to limit the number of participants for each category. However, no guarantee of exclusivity of products is made or implied.
  - ❖ Participant vendors may keep all profits from their sales. Therefore, all vendors are making sales on their own behalf, and are responsible for collecting and/or remitting any sales tax required.
  - ❖ Application does not guarantee acceptance. All vendors will receive notification of acceptance or denial in a timely manner after review by Metro Market Vendor Committee.

I have read and understand the **Important Information & Notes** for the Metro Market.

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Printed Name

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Signature

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Date

Organization/Company Name: \_\_\_\_\_