

# **Spring Chic Boutique February 10, 2018 Vendor Registration**

- Be a part of a thriving, successful vendor show experience and help support a worthwhile cause at the same time!
- The St. Francis de Sales Mission Trip Team hosts a vendor show twice each year (fall and spring) to raise money toward their annual service mission trip.
- Each show is aggressively promoted and held in a clean, convenient facility offering concessions, bake sale, and silent auction.

**Date: Saturday, February 10, 2018**

**Location: St. Francis de Sales Catholic Church (601 15<sup>th</sup> Ave North, Moorhead)**

**Time: Set up begins @ 10:00....(please do not arrive before 10:00 a.m.)**

**Event runs from 12:00 pm – 5:00 pm**

**Fee: \$35.00/booth space if registration received by January 19**

**\$40/booth space if registration received between January 19 and February 2**

**Mail payment to:**

**St. Francis de Sales c/o Lisa Eggert**

**601 15<sup>th</sup> Ave. N**

**Moorhead, MN 56560**

**Please make check payable to St. Francis de Sales**

**Booth Info: \*Tables (8ft) & chairs provided – one table only allowed per booth space. One other display aide per table, using up to 3'x3' of floor space is allowed.**

**\*Each Booth space approx... 8' x 10'**

**\*Only one business allowed per booth. Vendors representing more than one business will need to rent more than one booth, each at full price.**

**\*Electrical Available if needed (on first claimed, first served basis).....check option on your registration form (attached).**

**\*Handicap Accessible Building- (All on one level)**

## **Spring Chic Boutique Vendor Show Information:**

- All Vendor fees must be received no later than Friday, February 2, 2018. They must be received by January 19, 2018, to receive the discounted booth price.
- All fees are non-refundable....If you are unable to participate, FOR ANY REASON, you may fill your spot with another consultant from your same company, all substitutions MUST be approved by contacting Lisa Eggert by Friday, Feb. 2.
- Contact for info/questions: Lisa Eggert: 218-233-4780 or LisaE@stfrancismhd.org.
- Set up begins as early as 10am (no set up allowed before 10am)
- You can unload at the front doors on the east side of Church (please do not block driveway under canopy though), the back door on the west side of the church or the kitchen entrance on the south end by the dumpsters.
- After unloading please park your vehicle in the south end of the parking lot or along the fence on the east side of the parking lot to allow ample space for customer parking.
- If you have any special needs or concerns please state on registration form to be sure we can accommodate your request.
- 100% of the booth fee goes to help fund the St. Francis de Sales Mission Team!
- Each vendor is asked to donate an item or items with a value of \$15-40 to go towards the Silent Auction. If you would be willing to create your own basket/theme with your products that would be wonderful!! It is a nice way to advertise AND show your support ☺
- The Mission Team will be manning a concession stand as well as a bake sale in the parish center during the event to satisfy our shoppers (and vendors too ☺)
- No open flames allowed
- Any damage or mess created by a vendor is the responsibility of the vendor. Any expense incurred as a result must be paid by the responsible vendor.
- All signs & posters must be free standing...no push pins or tape allowed on walls
- No liquids/beverages or food items with red coloring are allowed.
- There is a smoking receptacle outside the back entrance (northwest end).
- NO TEAR DOWN BEFORE 5pm.....All Vendors are expected to stay completely set up for business until 5pm. Increased foot traffic is expected toward the end of the show as many people attend 5pm Mass.
- In case of inclement weather Lisa Eggert will make the decision to cancel the event or close early...depending on the circumstances. If the event is cancelled all Vendors will be notified by text and email. Booth fees will be returned within two weeks of the cancelled event.
- This event will be advertised (at minimum)in the following ways (and more!):
  1. Flyer in Monthly Church Bulletin ~Direct mailing to 500 households
  2. Flyer distributed to all the local Catholic Church's for their newsletters and bulletin boards
  3. Mission Team distributed flyers to local businesses
  4. All Events~ local events board online
  5. City Briefs~ Fargo Forum
  6. Facebook Event Page
  7. **All vendors are encouraged to share the flyer with EVERYONE especially their customer base via emails, Facebook etc....Word of Mouth!!!**