



**Jones Memorial United Methodist Church's Children's Ministry
is hosting a Christmas Market on Saturday, November 5, 2016 9:30 am – 3:30 pm
4131 Ringgold Road, Chattanooga, TN 37412**

Register By Mail or Online at www.jmumckids.com

Vendor and Crafter Information Sheet:

- **Cost:**
 - **\$25 per normal booth area-** We will have a 10 x 10 area setup with an 8 foot table and 2 chairs.
 - **\$35 per corner booth area-** These are limited so first come first serve! Larger set up area with an 8 foot table and 2 chairs.
 - **Set Up Time:** Friday, November 4, 6 pm-8 pm- Please note this is the required set up time unless arranged prior to this night. If a vendor/crafter does not show up or make arrangements for Saturday set up prior to this time the vendor/crafter will forfeit their deposit and space. The spot will then be given to someone else. We appreciate your help providing a quality event. You will need to bring any power cords or extension cords you will need, your decorating supplies, table cloths, etc.
 - **Advertisement for Event:** Local Papers, radio, TV, local business, front of church, Facebook, and website.
 - **Door Prize:** We ask each Vendor or Crafter to donate an item for a Door Prize to be given away at the event. This door prize will be collected at the check in table on Friday, November 4. These will be given out through the event during your booth spot light time.
 - **Space is Limited to 30 Booth areas! So Sign Up Now!** Spots will only be held after the booth fees have been paid and only one business (Mary Kay, Origami Owl, Thirty-one) is allowed so first come first serve with these spots.
 - **All money raised from this event will go to the Children's Department. We will also be hosting a bake sale during the Christmas Market.**
1. **By registering for the Event and paying your booth fee you are agreeing to the following: Jones Memorial UMC or the Children's Department is not held liable for any lost, damaged or stolen items. We will advertise this event and do everything possible to have a large attendance; however no refunds will be given for low attendance or sales.**
 2. **This event is sponsored by the Children's Department at Jones Memorial UMC and is considered a Family Friendly Event, please understand that any inappropriate behavior may cause vendors, crafters, or visitors to be required to leave the premises.**

Christmas Market Registration Form

Forms Must Be Completely Filled Out and returned with the \$25 (per booth area) or \$35 (per corner booth area) non-refundable deposit paid by credit card or check by Thursday, October 13, 2016.

Make checks payable to JMUMC with Christmas Market in Memo Line.

**Return to: Ashley Wade
Christmas Market
4131 Ringgold Road
Chattanooga, TN 37412**

Vendor/Crafter's Name: _____

Business Name: _____

Address: _____

Email: _____

Contact Number: _____

of Booths Required _____ **Electricity Needed?** _____

When will you set up: _____ **Friday Night, Nov 4 6:00 pm – 8:00 pm**
_____ **Saturday Morning, Nov 5 8:30 am – 9:00 am**

Please note Friday Night, November 4 from 6 – 8 pm is the required set up time unless arranged prior to this night. If a vendor/crafter does not show up or make arrangements for Saturday set up prior to this time the vendor/crafter will forfeit their deposit and space. The spot will then be given to someone else. We appreciate your help providing a quality event.

Description of Merchandise:

Thank you so much!
Ashley Wade
Director of Children Ministries

For Office Use Only:

Date Received: _____

Deposit Received: _____

Payment Type: Check Credit Card/ Online Cash

Booth Number: _____