

St. Matthew's Episcopal Church
Annual St. Matt's Market Day
Saturday, September 21, 2019

VENDOR APPLICATION

Name: _____

Address: _____

CITY, STATE: _____ ZIP: _____

TELEPHONE: _____ CELL: _____

EMAIL ADDRESS: _____

List and describe your items thoroughly and accurately. Include a photograph or color print representing items to be sold:

Items to be sold must be approved by St Matthews Market Day Staff.

HOLD HARMLESS AGREEMENT:

_____(Vendor's Printed Name) in consideration of being allowed to use the property and facilities of St. Matthew's Episcopal Church, Universal City, Texas, agrees to hold the church, its agents, members, and employees harmless from any damages or injuries resulting at any time from the usage of the church property and facilities.

St. Matthew's expects vendors and associates to abide by the Market Day General Guidelines.

Signature of Vendor

Date

Set-up inside on Friday from 5:00 PM to 8:00 PM. Set-up on Saturday begins at 7:00 AM. Event hours will be from 9:00 AM until 3:00 PM.

Page 2 (Include both pages when mailing application.)

Certain types of spaces and availability of electrical outlets are limited. Space will be reserved on a first-come, first-served basis. Reservations must be paid in full, in advance.

BOOTH FEES:

Booth No.	Type of Booth Space	Number	Cost	Total
S1 – S23	8' x 6' Inside Creasy Hall		\$35.00	
S24 – S31	8' x6' Inside Christian Ed Building		\$35.00	
	Electric Outlet		\$10.00	
FS1 – FS32	12' x 12' Outside Uncovered Grass in Front		\$45.00	
C1 – C10	10' x 10' Outside Covered Concrete		\$40.00	
R1 – R4	8' x 6' Outside Covered Concrete in front of Ramp		\$30.00	
P1 – P6	11' x 11' Outside Uncovered Concrete		\$35.00	
G1 – G16	12' x 12' Uncovered Grass in Back		\$25.00	
	Table (8') & 2 Chairs		\$10.00	
Deposit: All vendors are required to include \$20 deposit in a <u>separate check</u> to show their good faith that they will stay until the close of the fair. The check will be returned uncashed at 3:00 pm. If vendor leaves prior to 3:00 pm, check will not be returned.			\$20.00	\$20.00
TOTAL ENCLOSED				

*****NO REFUNDS AFTER August 30, 2019*****

Make checks payable to: **St. Matthew's Episcopal Church**

(Note: please write 2 separate checks; one for booth space rental (including electric outlet, and table rental), and another check for good-faith deposit.

Mail checks and application to the following:

**St. Matthew's Episcopal Church
Attention: Market Day
810 Kitty Hawk
Universal City, TX 78148**

For questions, please contact John Sampson at (210) 386-6111 or Marketday@stmatts-uc.org

Recommend vendors make a copy of this form before mailing.