

PCOM MOPS MOMS MARKETPLACE

2018 VENDOR INFO & APPLICATION



DATE & TIME

**THURSDAY, APRIL 25TH
8:30 A.M. TO 1:30 P.M.**

Vendor set-up: 7:00 a.m.
Breakdown: 1:30 -2:30 p.m.

LOCATION

**PRESBYTERIAN CHURCH
OF THE MASTER (PCOM)**

26051 Marguerite Parkway,
Mission Viejo, CA 92692

CONTACT

**KAREN JOHNSON,
MOPS COORDINATOR**

✉ kbulling1@aol.com

☎ (619) 384-1125

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VENDOR REGISTRATION INFORMATION

Please read all the following information and follow directions carefully. Failure to do so may result in delay of your registration.

1. Complete and sign the Vendor Space Application (following on pages 2 and 3).
2. Return with a check for the full amount to payable to PCOM MOPS, mail with completed forms to:
Karen Johnson & Tracy Brown
MOPS Co-Coordinator
Presbyterian Church of the Master
26051 Marguerite Parkway, Mission Viejo, CA 92692
3. Spaces are reserved upon receipt of payment, application and description of donated item for raffle. Vendor confirmations are first-come, first-serve. Donations due by 8 a.m. on 4/25/2019.
4. Vendors with similar products will be limited to provide an optimal shopping experience for both the customers and the vendors participating.
5. Please note that access to electricity cannot be guaranteed. We will do our best to accommodate your request and will communicate confirmation to you prior to the event. If you do request electricity, please provide your own extension cord(s).
6. We will be advertising but would love for you to share with your own networks and followers!
7. Contact Karen Johnson or Tracy Brown with PCOM MOPS if you have any questions at kbulling1@aol.com or sawyerandjack@yahoo.com.

VENDOR SPACE APPLICATION AND AGREEMENT

BUSINESS INFORMATION

Business Name: _____

Your Name: _____

Phone: _____

Address: _____

City, Zip: _____

Email address: _____

Are you a PCOM church member? YES / NO; PCOM MOPS Member? YES / NO

PLEASE PROVIDE A COMPLETE DETAILED DESCRIPTION OF MERCHANDISE:

(All items are subject to approval prior to showing for sale at this event. This is in an effort to maintain limited competition, and to maintain appropriate products to be sold only. Please include price range of your merchandise and submit a photo and/or website for our preview of proposed items.)

BOOTH REQUESTS

Number of 6' spaces and tables needed _____ x \$60 each = _____

No. of Chairs Needed _____ (we provide chairs)

Access to electricity required _____yes _____no

DONATED AUCTION ITEM

Estimated value of item donated for raffle \$_____ (\$25 SRP minimum please)

Donated item is due with payment. List description of donated item(s) below:

TERMS & CONDITIONS

1. All vendors are to remain on site from 7:30 a.m. to 2:30 p.m., 04/25/2019. No table break-downs will begin prior to 1:30 p.m.
2. Vendors must set up in THE COMMONS between the hours of 7:00 a.m. and 8:15 a.m. 04/25/2019.
3. Vendors must remove all items from their spaces by 3:00 p.m., Thursday 04/25/19.
4. Gift-wrapped food items are allowed. Food preparation on-site is not allowable.
5. PCOM MOPS reserves the right to change the layout or space location if it becomes necessary.
6. PCOM MOPS reserves the right to refuse any vendor application or limit the sale of certain items, if it is believed that items are inappropriate to the spirit of a family-oriented Christian boutique.
7. Vendors are strictly limited to the amount of space purchased for their merchandise and displays. No additional tables, racks, etc., will be allowed without prior approval from PCOM MOPS appointed staff.
8. Vendor's merchandise displayed for sale will be limited to that which has been approved at the time of application. Additions not originally submitted in the application may not be allowed.
9. PCOM MOPS reserves the right to remove any persons not complying with the above stated regulations, without a refund.

CANCELLATIONS – No refunds of space rentals will be made after April 1, 2019, unless the space can be filled. There will be a \$10 charge for processing refunds.

ACTS OF GOD – PCOM MOPS is not responsible for Acts of God, such as fire, rain, or any other inclement weather.

HOLD HARMLESS – In consideration of PCOM providing for my use of vendor space at PCOM on the date and time set forth above, I agree to assume all liability on behalf of myself, my agents and employees, successors and assigns for any and all claims arising from or related to my use of the facility, which may occur in, on or around the facility or from claims arising out of the goods or merchandise sold, given or otherwise distributed by me at the facility, and I further agree to be solely responsible for any and all costs and expenses relating to such claims, including attorneys' fees.

I UNDERSTAND AND AGREE TO ABIDE BY THE TERMS AND CONDITIONS STATED ABOVE.

SIGNATURE:

PRINT NAME:

DATE:
