

Holy Spirit Catholic Church October Marketplace

Return to: October Marketplace

1800 SW State Route 150
Lee's Summit, MO 64082

Business Name: _____

Contact Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone (home): _____ (cell) _____

Email: _____

Description of business or items to be displayed or sold: _____

Brand Name of product sold (if any): _____

Door prize/service item to be donated (value of at least \$10, please) _____

Fees:

_____ Number of 8' x 10' booth spaces requested @ \$65 ea. = \$ _____

_____ Yes, I need an 8' table _____ no charge

_____ Limit of one – electrical outlet requested @ \$5 \$ _____

(if you need electric and have more than one booth you will need to pay \$5 electric fee for each booth)

Total amount due: \$ _____

Make check payable to: **Marketplace**

GENERAL INFORMATION:

- **Make checks payable to Marketplace.** No registrations will be accepted without payment. Your cancelled check is your receipt. A confirmation letter will be emailed once registration and payment are received. We will limit the number of vendors selling the same type of merchandise. Applications will be honored on a first come first serve basis.
- Bring your own extension cord/power strip if you have paid for use of an outlet.
- Exhibitors are welcome to bring your own equipment, displays, tables, etc. – chairs will be supplied. Tables must be covered to the floor with storage items hidden from view. State tax charts are available at the Missouri Department of Revenue website.
- Exhibitors must set-up and stay within their designated booth space or you will be charged for additional space.
- Exhibitors may not attach any portion of their display to walls, windows, or other permanent structure of the building.
- Holy Spirit will not be responsible for any damage or loss to displays or items, business or personal. Volunteer staff will be on-site for assistance during the times the building is open. After hours, the building will be locked.
- Children must be always supervised. Please do not allow children with you to wander the building. No running allowed. No pets allowed.
- No Smoking will be permitted inside the building.
- We will be selling food and refreshment items during the expo/fair. A menu will be provided in your packet at check in.
- Booths must be ready for operation by 9:00 a.m. on Saturday, October 15th. Plan to have your booth “manned” at all times during the sale.
- Exhibitors must check in with volunteer staff for booth assignment prior to unloading and setting up. Set up is Friday Oct 14th from 4:00 p.m. – 7:00 p.m. and starting at 7:00 a.m. on Saturday.
- As this is a fundraiser for a specific project, no refunds will be given without review by our committee. However, if you have a need to cancel, it would be appreciated if you do so by calling Ann Cooke at 816-225-5872 (cell).
- Over the past several years the Marketplace booth rental revenues have paid for over 100 turkeys donated to the Lee’s Summit Social Services at Thanksgiving. Thank you for supporting this event and know that your paid booth rental supports local people in need!