

Hope United Methodist Church

presents

The Southfield Festival of Hope 2016

Vendor Registration Form

July 7 - 10, 2016

Welcome to the 6th Annual Southfield Festival of Hope! This festival was established as a community outreach to connect the church with the surrounding communities in an effort to share culture, promote unity, entertainment and fun for our youth, family and friends. Last year’s festival exceeded our expectations and we anticipate increasing participation across all levels this year. **“YOU”**, the vendor, are an important aspect of our carnival with the Market Place atmosphere you bring to our festival. This is an excellent opportunity for you and the goods and services you offer to receive considerable exposure. We look forward to our returning as well as new vendors joining us for the full duration of this spectacular Southfield event!

Please complete the registration form; mail it with your check for \$220.00 and a picture of your set-up to: Hope United Methodist Church, 26275 Northwestern Hwy, Southfield, MI 48076. (Picture of your set-up can also be emailed to: info@southfieldfestivalofhope.org). We urge you to send your registration in early to secure an optimal location. We operate on a first come, first serve basis. You will receive confirmation upon receipt of payment. You will receive the Vendor Packet, which will include your table assignment, all details of the Festival activities, coupons, Vendor badge & free parking pass when you arrive for set-up on the first day of the festival. **There will be an additional charge for electricity or extra tables as shown on the attached fees & guidelines page.** For more information, please contact Loretta Brown (248-701-9045/info@southfieldfestivalofhope.org).

Please Print

Name of Vendor Business: _____

Type of Product/ Service: _____

Contact Person: _____

Address: _____

City: _____ Zip Code: _____ Cell Phone: _____

Email Address: _____ Website: _____

Vendor Fee: \$220.00 for the entire Festival (\$25.00 additional table). Fee includes 10’x10’ area, table, and 2 chairs. You’re responsible for your own table covering. Cancellations within a week prior will be charged a fee of \$50.00. **NO refunds** for cancelations after June 30, 2016.

Make checks payable to: Hope United Methodist Church; write Vendor Fees on memo line.

Special needs must be noted and explained in detail so that proper accommodations may be made. There will be an additional fee for electrical use. This contract is binding with no regard to weather conditions. By signing below, I (we) acknowledge that I am (we are) aware of the provisions of the Agreement and agree to abide by this policy. **Electricity Needed** ____ Yes ____ No **# of Tables Requested** ____

Vendor’s Signature: _____ Date: _____

Staff Use Only

Amount Paid: \$ _____ Received By: _____ Date: _____

Confirmation: # _____ Assigned Table(s): _____



THE SOUTHFIELD FESTIVAL OF HOPE

Presented by Hope United Methodist Church

Vendor Market Guidelines, Rules/Regulations

July 7 - 10, 2016

Fees

- Four day participation – 10' x 10' space is \$220
- Additional table is \$25
- Electrical needs will require additional fee - \$10 per day (Notify Coordinator in advance)

Cancelation

- Cancellations before June 30th will be charged \$50 fee.
- NO REFUNDS for cancellations on or after June 30th.

Hours

- Festival hours Thursday and Friday
 - o **4:00pm – 10:00pm**
- Festival hours Saturday
 - o **12:00 Noon – 10:00pm**
- Festival hours Sunday
 - o **12:30pm – 8:00pm**
- **Vendor Set-up**
 - o Vendors must set-up **each day at least 1 hour prior** to start of festival or as early as 2 hours prior to start of festival
 - o Vendors should plan to be in attendance at festival all day for each day purchased

Space/Location

Space designations are based on first come first serve. The booth assignments may also be based on product type, vendor needs, site requirements or market ambiance. Booth spaces are pre-assigned and this information will be included in your Vendor Package.

Product and Sales

- Vendor responsible for providing a picture of booth set-up in advance.
- Vendor will be provided a 10' x 10' space; one 6' table and 2 chairs.

- Extending products outside the assigned 10' x 10' area will incur additional charges.
- Vendor responsible for table covering. Table must be covered, neat and professional looking at all times.
- Canopies, tents or umbrellas must be secured at all times.
- Vendor must provide own extension cords as needed.
- Vendor must provide own refrigeration, if needed.
- Vendor must provide a clean, sanitary, visually appealing environment.
- Tables must conform to Christian standards. **NO** products with sexual connotations, profanity or satanic messages are allowed to be sold or displayed.
- Set-up may begin 1 – 2 hours prior to Festival start time.
- Vendor responsible for cleaning up booth space before leaving each day.
- We request you **NOT** break down your booth prior to daily posted end times.
- If you break-down your booth prior to Festival closing you will not be allowed to drive your car to your booth (**a matter of safety**).

- Food products must be pre-packaged.
- Craft items must be of quality workmanship and design.
- All items for sale must be visibly priced.
- Vendor responsible for refund/exchange of any merchandise deemed unsatisfactory.
- You are responsible for your own coin and currency for making change.
- Appropriate professional dress required.
- Parking pass must be visible to park in authorized parking area.
- Vendor ID badges should be displayed while on the premises.
- Vendor ID will only allow vendor to receive food and/or supplies provided for vendor. Additional family members or friends are not allowed vendor amenities.
- You must inform us of any additional people who will be selling at your booth.
- If your product sells out, we ask that you not take down your booth.

- **Please be respectful** of Festival and Church Security; their requests and directives.
- No drinking of alcohol or use of any controlled substance allowed at festival.
- Vendors expected to behave courteously at all times.
- No pets in booth space.
- No soliciting.
- Spark, flame or fire-producing devices are prohibited.
- **Unloading:** Cars must be unloaded, moved and parked to allow other vendors space to unload. Cars **can-not** block the thoroughfare after unloading to allow you to set-up.
- Cars cannot be driven into market area prior to closing of festival due to safety issues. Be sure to have your own means for transporting your product to market area and car.
- **Loading:** Cars will be allowed to drive into market area after festival closes. Security will monitor the flow of traffic.
- *Festival of Hope* cannot assume responsibility for product liability.

We require you read, understand and agree to these guidelines, rules/regulations. If you have any questions or need clarification of any item listed above, please notify:

Loretta Brown

SFOH Vendor Coordinator

info@southfieldfestivalofhope.org or call (248)701-9045