

COME ONE! COME ALL!

NEWBERRY ACADEMY'S 4th ANNUAL HOLIDAY MARKET & CRAFT SHOW



Saturday, November 10th, 2018
9:00 AM – 1:00 PM

Proudly featuring talented crafters, consultants
and businesses from all over the Midlands!

- Last year's event welcomed over 400 attendees and we are expecting even more this year!
- Advertising will include local radio, newspaper, print ads and social media
- Designated Facebook event page on Newberry Academy's site to share and promote our vendors
- Fun activities including pictures with Santa and holiday crafts for kids
- Bake Sale to support our Kindergarten Program
- Food vendors on site serving up delicious treats
- Both indoor and outdoor booth spaces available

Interested vendors are invited to fill out the attached vendor application and submit it no later than October 1, 2018.



**Vendor Participation Form
Holiday Market & Craft Show
Saturday, November 10, 2018
9:00am to 1:00pm**

Name: _____

Address: _____

Telephone: _____

Email (required for all vendor communications): _____

Booth Name: _____

Description of Items to be Sold: _____

Do you require electricity at your booth? _____ Yes _____ No

** Electricity for both indoor & outdoor booths will be provided. We cannot guarantee electricity, but will do our best to accommodate vendors who request it.*

 **Booth Information:**

Indoor Booths: \$65.00

We have a total of 36 indoor booths inside our gymnasium available on a first-come, first-serve basis. Each booth space is approximately 10ft x 10ft. Vendors are responsible for providing their own tables and chairs (*we will have no tables/chairs available for rent*).

Outdoor Booths: \$35.00

We have an unlimited number of outdoor booths available. Booths are located on both the side and front of our gymnasium and will be the first you will see when entering the event. Each booth space is approximately 10ft x 10ft. We kindly ask that all outdoor vendor booths be covered. Vendors are responsible for providing their own pop-up tent to cover their booth and all tables & chairs (*we will have no tents/tables/chairs available for rent*).

 **The Fine Print:**

All vendor forms are accepted on a first-come, first-serve basis. Only one representative of companies such as Pampered Chef, Scentsy, Mary Kay, Thirty One, etc. will be accepted, with the exception of LuLaRoe (2 representatives will be allowed). Please remember that this is a family-friendly event; the Holiday Market committee reserves the right to decline any entry. If a registration is not accepted, a refund of any fees paid will be immediately processed.

[The Fine Print \(continued\):](#)

Due to the large number of vendors and guests that attend our event, we have had difficulty in previous years accommodating everyone on our limited Wi-Fi network. If you require the internet for sales purposes, **please make sure to have an alternative means of accessing it during the event.**

All booths must be staffed at all times during the Market hours of operation. We ask that all vendors stay for the **ENTIRE** duration of the event – no early pack-ups please. This creates issues particularly with our outdoor booths – vehicles will not be permitted in the vendor areas until 1:00pm. No sales will be permitted without a vendor representative present. Vendors will have the opportunity to set up on the evening of Friday, November 9th and on Saturday morning. All booths must be ready to go by 8:30am on the day of the event.

[How to Register:](#)

Please Return this Form with Payment to:

Newberry Academy
c/o 2018 Holiday Market
2055 Smith Road
Newberry, SC 29108

Email: kfitzgerald@newberryacademy.com
Phone: (803) 276-2760

Payments Accepted: Payments can be made by cash, check or money order, made payable to Newberry Academy. Payments can also be made by credit/debit card by calling our Main Office at (803) 276-2760. Please let our Office Manager know that you are registering for the Holiday Market.

IMPORTANT! A vendor booth space cannot be officially reserved until both the vendor form and payment has been received. No exceptions. No refunds will be given once your booth space has been approved.

[Registration Confirmation:](#)

You will be contacted via email once your application has been reviewed and approved/declined.

PLEASE make sure to check your Spam folders, as sometimes our newberryacademy.com emails are filtered out. If you can pre-approve to accept messages from our email address (kfitzgerald@newberryacademy.com), this will avoid missing any important information.

We will have a Facebook Event Page set up by August 15th that will be sharing both public information about our event and will also include notes and updates for vendors. Please make sure to visit the Newberry Academy Facebook page and click on our Events to find the Holiday Market & Craft Show.

All specific vendor communications and information regarding the event, including set-up instructions, will be provided to vendors via email as they become available. Please make sure to include an email address as requested above.