



**Park Place Christian Academy**

**presents our 6th Annual**



# *Candy Cane Marketplace*

**A Christmas Crafts Fair**

## **Vendor Information**

Park Place Christian Academy (PPCA) is excited to start planning our 6<sup>th</sup> Annual Candy Cane Marketplace Christmas Crafts Fair! Candy Cane will be held again this year at the Brandon Civic Center located at 1000 Municipal Dr. in Brandon, MS. We are already planning multiple ways of advertising this event to increase customer foot traffic as well as adjusting the flow of customers inside the Civic Center by renting additional space so that all vendors will be seen.

**This will be a great event, and we would be honored for you to be a part of it!**

### **Event Operational Hours and Information**

- Booth Rental Fee **\$75**. With Electricity **\$90** (limited spaces available)
- Event is **Saturday, November 11, 2017 from 9:00 am - 5:00 pm**
- **Set Up Times:** Friday, November 10, 2017 from 4:30 pm - 9:00 pm  
Saturday, November 11, 2017 (day of the event) setup will begin at 7:00 am
- **Door prizes every 30 minutes.** Please mark on your vendor application if you are willing to donate a door prize to increase interest in your booth.
- 15-minute increment **vendor stage slots** for fashion show, art show, jewelry show, etc. There will be a limited number of stage slots available. **Stage fee is \$15.** Please mark vendor form if you would like to be included in the stage schedule and include the additional \$15 in payment.
- Full menu **Sader Café** concessions will be available so **no outside concessions food allowed.**
- The **deadline** for booth applications is **Monday, October 23rd, 2017.** A \$25 fee will be assessed for late applications.
- Booth spots **will not** be reserved without a **completed application** and **payment in full.**
- Booth spot assignments will be disclosed to vendors when check in has been completed upon arrival at the event.



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## Vendor Information Cont.

### General Information and Guidelines

- All vendors must check in at the "Vendor Check In/Out Desk" upon arrival as well as check out at the end of the event to turn in requested information including sales tax payment.
- The Booth Committee will be available to show all vendors to their designated booth space. Do not set up your booth area until you have checked in and have been shown your booth spot and the allotted footage. This will allow you as a vendor to make sure you are in the appropriate location and keep confusion to a minimum. If you set up in the wrong location, the Booth Committee will ask you to dismantle your booth and relocate to the appropriate space.
- No vendor is allowed to move booth spaces without prior consent of PPCA Candy Cane Marketplace Committee. If a vendor has been found to have moved spots without prior consent, said vendor will be asked to relocate to their original assigned space or possibly leave event without refund.
- PPCA Candy Cane Marketplace Committee is the only body that can make booth arrangements and reserves the right to change your booth location.
- Booth spaces must be utilized by the person or company that has purchased said booth or names listed on vendor application. Only persons, company or products referenced on vendor application may sell from your booth.
- PPCA will provide a 10 X 10 booth, one table and 2 chairs. This service is included in your booth rental fee listed above. Vendor is responsible for any display material as well as set up and tear down.
- No vendor is allowed to have weapons or harmful, obscene, or sexually explicit products of any kind or products actual or fake, that encourage or replicate the use of tobacco, alcohol, or drugs or any other substances that are illegal for people 21 years of age or younger for sale or show. There will also be no racial or discriminatory actions or promotions of any kind. PPCA Candy Cane Marketplace Committee reserves the right to ask any vendor selling these product types to leave event without refund.
- Full menu Sader Café concessions will be available so no outside concessions food are allowed to be sold.
- There will be designated unloading and parking privileges for vendors.
- Stage slots will be 15 minute increments to advertise your booth. This time may be used for fashion show, art show, jewelry show, food show, etc.... Churches or businesses with dance teams or drama teams may perform as well. The \$15 stage fee applies.

PPCA reserves the right to ask any vendor that does not comply with the Candy Cane Marketplace Guidelines to leave the event without refund. Please be sure to review all guidelines in full.

Your cooperation is greatly appreciated! We hope you consider being a part of PPCA's 2017 Candy Cane Marketplace! If you have any questions, please do not hesitate to email [candycane@goppca.com](mailto:candycane@goppca.com) and someone will respond to you promptly.



**Park Place Christian Academy 's**



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## Vendor Application

**Business Name:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Items/Products/Service:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Place an "X" next to the one(s) that apply:**

\_\_\_\_\_ 10 x 10 Booth including table and 2 chairs - \$75.00

\_\_\_\_\_ 10 x 10 Booth with electricity, table, and 2 chairs—\$90.00

\_\_\_\_\_ 15-Minute Stage Slot—\$15.00

\_\_\_\_\_ Yes, I would like to donate one of my items as a door prize to increase interest in my products and draw people to my booth.

**Please make checks payable to PPCA and note on the memo that it is for Candy Cane Marketplace.**

**Please mail completed Vendor Application and Check to:**

**PPCA Use Only:**

Booth #: \_\_\_\_\_

Paid \_\_\_ Cash \_\_\_ Check \_\_\_

Amount \_\_\_\_\_

**Candy Cane Marketplace  
c/o PPCA  
201 Park Place Dr.  
Pearl, MS 39208**