



Park Place Christian Academy

presents our 8th Annual



Candy Cane Marketplace

A Christmas Crafts Fair

2019 Vendor Information

Park Place Christian Academy (PPCA) is excited to start planning our 8th Annual Candy Cane Marketplace Christmas Crafts Fair! Candy Cane will be held this year on Saturday, November 9th at the Clyde Muse Center at the Rankin Campus of Hinds Community College. We believe last's year event was a great success and give God all the glory and honor for this. Our plans are to continue the additional advertising for this event to bring in shoppers and provide a smooth flow of customers. We want this to continue to be a successful event for ALL of our wonderful vendors.

**PPCA is blessed to be able to host Candy Cane Marketplace again,
and we would be honored for you to be a part of it!**

Event Operational Hours and Information

- Booth Rental Fee **\$85**. With Electricity **\$100** (limited spaces available)
- Event is **Saturday, November 9, 2019 from 9:00 am - 5:00 pm**
- **Set Up Times:** Friday, November 8, 2019 (times to be determined)
Saturday, November 9, 2019 (day of the event—setup time to be determined)
- **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.
- Full menu **Sader Café** concessions will be available so **no outside concession food allowed.**
- The **deadline** for booth applications is **Friday, October 25th, 2019.** 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 after check-in has been completed upon arrival on set-up day.
- **For PPCA families that have a PPCA student living in your home,** there is special pricing so please use the attached Vendor Application for "PPCA Families".



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2019 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 concession food are allowed to be sold.
- There will be designated unloading and parking privileges for vendors.

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 2019 Candy Cane Marketplace! If you have any questions, please do not hesitate to email candycane@goppca.com and someone will respond to you promptly.



Park Place Christian Academy's



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2019 Vendor Application

Business Name: _____

Contact Name: _____

Mailing Address: _____

City, Zip: _____ Phone #: _____

Email: _____

Items/Products/Service: _____

How did you hear about this event: _____

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

_____ 10 x 10 Booth including table and 2 chairs - \$85.00

_____ 10 x 10 Booth with electricity, table, and 2 chairs—\$100.00

_____ 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.

**Deadline for booth applications is Friday, October 25th, 2019.
A \$25 fee will be assessed for late applications.**

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:

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

PPCA Use Only:

Booth #: _____

Paid ___ Cash ___ Check _____

Amount _____



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2019 Vendor Application *for PPCA Families ONLY*

"PPCA Family" means you have a PPCA student living in your home.

Business Name: _____

Contact Name: _____

Mailing Address: _____

City, Zip: _____ Phone #: _____

Email: _____

Name of PPCA Student(s) and grade *living in your home*: _____

Items/Products/Service: _____

How did you hear about this event: _____

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

_____ 10 x 10 Booth including table and 2 chairs - \$70.00

_____ 10 x 10 Booth with electricity, table, and 2 chairs—\$85.00

_____ 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.

***Deadline for booth applications is Friday, October 25th, 2019.
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