Mistletoe Market
at UGA/TCCC
Vendor Space Application
15 RDC Road, I-75 Exit 64
Tifton, Ga. 31793-5776
November 4th, 2017
10 a.m. until 4 p.m.

The UGA Tifton Campus Conference Center is pleased to host the 3rd annual “Mistletoe Market”. Please read this application carefully and fill out all areas of the form. Applications should be returned as soon as possible. To help reduce duplication of booth/items, your application and pictures will be reviewed. You will be notified by email if your application is accepted.

VENDOR SPACE PRICES – BOOTHS ARE 8x10 ft. – $75.00 per booth…..Double Booth 8x20 ft. – 125.00 each
Booths to include a 6 ft skirted front table with a 6 ft classroom table in back of booth space, with 2 chairs and small trash can, double booth x’s 2.
This year we will be offering outside vendor spaces, you furnish table/chairs/tent, 10x20…….$100.00 per space.
If you elect not to have table(s), please let us know. Tables WILL NOT be moved day of event.
Vendor booths can not be reserved or held without FULL payment and four/more new photos submitted. Photos will be used for advertising purposes. Photos can be submitted with application or emailed to: ghargett@uga.edu
You must show/list ALL items that you intend to have in your booth. If you have items not approved, you will be asked to remove them, this keeps duplication low, so that all the vendors can be profitable.

Each vendor is being asked to donate a door prize to be given away during the event. The conference center will be responsible for giving tickets to shoppers and announcing prizes, you must be present to win.

Setup/Breakdown Times
On Friday, November 3rd, vendor setup will begin at 4 p.m. and end at 7 p.m. On Saturday morning setup time will be from 8 a.m. until 9:00 a.m. – absolutely NO setup will be allowed at other times.
Market hours are from 10 a.m. till 4 p.m., vendors are required to be onsite during the hours of the market. Booths cannot be closed or broken down before market closes, if you sell out please shop but do not breakdown.
If you breakdown early you will not be a vendor the next year. Breakdown Times are from 4 p.m. to 6 p.m.

Parking:
Parking for the vendors will be in west parking area of building, leaving the front parking for customers. During setup and breakdown times, vendors can enter building thru front parking area for unloading and loading, but vehicles need to be moved promptly for other vendors.

Vendors must keep their exhibit area clean and when event is over properly dispose of trash. The conference center does have a dumpster, but it is the vendor’s responsibility to bag all trash and get to dumpster.

It is the responsibility of the vendors to charge and report their 7% sales tax.

Electricity is available at a charge of $30.00 per booth, electricity MUST be purchased in advance, because of booth assignment. NO electricity can be purchased day of event.

The enclosed application is to be returned to conference center. This application is for consideration for booth space only. You will receive an email regarding your booth space. If for any reason you are not selected to participate as a vendor, your payment will be returned.
Please complete form, sign, attach pictures and return with Full Payment

Mail Form to address below OR register online at www.ugatiftonconference.org

Business Name:__________________________________________________________

Contact Person:__________________________________________________________

Business Address:________________________________________________________________

City/State/Zip:________________________________________________________________

Phone:_________________________ Cell Phone:______________________________

Email:_________________________ Website:_______________________________

To help reduce duplication of booth/items.

Please select category(s) below that best describe the merchandise that you will be bringing and indicate the percentage of each. Some categories are broad so please detail specifics.

Antiques ______ Apparel ______ Home Décor ______ Holiday_______

Jewelry ______ Men’s Gifts_______ Facial Products_______ Health Products_______

Garden ______ Gourmet Food_______ Children’s ________ Toys/Books_______

Children Clothing_______ Crafts ________ Other, please describe_____________________

Please provide a detailed description and price range of the merchandise you plan to sell, with minimum of four pictures.
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

I acknowledge and certify that I have read and agree to abide by rules established by the UGA/TCCC Mistletoe Market. I also hereby agree to release and hold harmless the UGA/TCCC and its employees. The UGA/TCCC reserves the right to prohibit the use, possession, or sale of any item (s) that is determined detrimental to the health, safety, or well being of any person.

Applicants Signature __________________________ Date ____________

Booth Size: 8x10 - 75.00_________ 8x20 - 125.00 _________ Outside Space – 100.00 _________

Electricity, $30 ________

Please return booth fee, completed application and photographs of booth/merchandise to:

Mistletoe Market – attn: Gail Hargett
UGA/TCCC
2360 Rainwater Road
Tifton, Ga. 31793-5766

Booth is assigned upon returned application with full payment.

Any returned checks from bank are subject to bank fees.