



August 28, 2018

Dear Vendor,

We are in the process of finalizing our plans for the 10<sup>th</sup> Annual Booneville Christmas Festival. This annual event is sponsored by the United Methodist Women of Booneville First United Methodist Church. All proceeds from booth rentals and lunches sold at the Festival will be used for mission projects. The 2018 Christmas Festival has been scheduled for Saturday, December 1, from 9:00 a.m. until 3:00 p.m. The Festival will be held at the First United Methodist Church Family Life Center. The church address is 355 N Broadway in Booneville, Arkansas. The Family Life Center entrance is on 4<sup>th</sup> Street.

Enclosed are instructions, a registration form and vendor booth diagram of the Family Life Center. Please fill out the registration form and return it as soon as possible. Vendor booths numbered 1-9 are approximately 8' X 8' and booths numbered 10-23 are approximately 10' X 10'. Please select your top three booth preferences. Booths will be assigned in order of paid registration fees received. Vendors will be provided with coffee and donuts on Saturday morning, and each booth will receive two lunch tickets and drink tickets for the day.

If your paid registration is returned on or before September 30, 2018, you can take advantage of our Early Bird Registration fees of \$45 and \$25 for nonprofit organizations. Registration deadline for all vendors is October 15, 2018. Booth fees are \$55 and \$35 for nonprofit organizations after September 30, 2018.

We ask each vendor to provide one door prize. The item should be merchandise that the winner can take home that day and should be of at least a \$20 retail value. The item does not have to be an item from your booth. This year, we are asking vendors to turn in their door prize to event organizers on Saturday morning before the Festival opens. All Festival attendees will be given a card upon entering the building to take to each vendor. Vendors are asked to mark the cards as customers visit their booth. Door prizes will be drawn throughout the day from fully completed cards. We hope that this door prize method will encourage all festival attendees to visit every booth.

For additional information, please call the church office at (479) 675-2811, or visit the church's webpage at [makingodknown.com](http://makingodknown.com) under the events tab. Be sure to "like" us on our Facebook page at [facebook.com/BoonevilleFirstUnitedMethodistChurch](https://www.facebook.com/BoonevilleFirstUnitedMethodistChurch). From our Facebook page you may also share the Christmas Festival Event with your friends and customers.

We hope to see you at the 10<sup>th</sup> Annual Booneville Christmas Festival!

Sincerely,

Booneville Christmas Festival Committee

**Vendor Registration Instructions**  
**10th Annual Booneville Christmas Festival**  
**December 1, 2018 9AM – 3PM**  
**First United Methodist Church**  
**355 N Broadway, Booneville, Arkansas 72927**  
**(Family Life Center Entrance is on 4<sup>th</sup> Street)**

- ❖ Vendors are responsible for their own materials/equipment. Booneville First United Methodist Church (BFUMC) is not responsible for lost or stolen merchandise or damage to merchandise. BFUMC is not responsible for accidents.
- ❖ No tables will be provided for vendors. Vendors must furnish their own tables and/or displays.
- ❖ Each booth will be provided with two chairs by BFUMC.
- ❖ Please give advance notice if your booth needs access to outlets (or any other special request) by making a notation on the Vendor Registration Form.
- ❖ The BFUMC Family Life Center Building will be open Friday evening from 5 to 7 PM for set up. The building will be open at 7 AM on Saturday. If you wish to set up on Saturday, we ask that your booth be completed no later than 8:45 AM. Please note on the Vendor Registration Form when you will set up your booth.
- ❖ It is important that all booths are attended to the entire festival and remain set up until the festival closes. If your booth is not manned the entire time or closes early, you will not be allowed to return for future events.
- ❖ Items in poor taste, witchcraft depictions, or other similar products will not be allowed at the Festival.
- ❖ Vendors will be notified by phone if your booth application is not accepted.
- ❖ The Booneville Christmas Festival Committee reserves the right to refuse booth rentals.
- ❖ Booth registration fee is \$55 (8' x 8' or 10' x 10' booth) on or after October 1, 2018. Early Bird Registration fee is \$45 and must be received no later than September 30. All registration fees are **NON REFUNDABLE.**
- ❖ Non-Profit booth registration fee is \$35 (8' x 8' or 10' x 10' booth) on or after October 1, 2018. Early Bird Registration fee for non-profits is \$25 and must be received no later than September 30. All registration fees are **NON REFUNDABLE.**
- ❖ **EARLY BIRD DEADLINE: September 30, 2018**
- ❖ **REGISTRATION DEADLINE FOR ALL VENDORS: October 15, 2018**
- ❖ After setting up their booth, vendors are asked to park their vehicles away from the front entrance to the Family Life Center.

Thank you for your interest and participation. Your involvement makes this event memorable, festive and fun. It also provides advertisement and support for small, home-based and local businesses and organizations.

**Mail Registration to:**

Booneville Christmas Festival Committee

P.O. Box 507

Booneville, AR 72927

For additional information:

Call 479-675-2811, or visit [www.makinGodknown.com](http://www.makinGodknown.com) under the events tab.



Vendor Registration Form  
10<sup>th</sup> Annual Booneville Christmas Festival  
Saturday, December 1, 2018 9:00 AM to 3:00 PM  
First United Methodist Church  
355 N Broadway, Booneville, Arkansas 72927  
(Family Life Center Entrance is on 4<sup>th</sup> Street)

Company/Organization \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Vendors are responsible for providing their own tables for their booths.

Booth Number Preference: (1) \_\_\_\_\_ (2) \_\_\_\_\_ (3) \_\_\_\_\_

Description of booth products and/or activities (for advertising purposes):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will your booth require electricity? (Please circle) Yes No (If yes, the vendor will be responsible for any extension cords needed.)

Will your booth need a wall backdrop for display purposes? (Please circle) Yes No

Please indicated any special needs for your booth \_\_\_\_\_

When will you set up? (Please Circle) Friday evening Saturday Morning

Signature \_\_\_\_\_

By signing this form, you, the vendor, are stating that you have read and understand the vendor instructions and will abide by them. The Booneville Christmas Festival has the right to ask any vendor to leave the premises if they do not abide by the written instructions provided to each vendor.

**Please note: REGISTRATION FEES ARE NON-REFUNDABLE**