

# St. Nicholas Market

*A market with a mission.*

Benefitting local ministry of Christ Episcopal Church  
300 N. Main, Temple, TX 76501 | christchurchtemple.org

## VENDOR APPLICATION

### EVENT DATE & HOURS OF OPERATION

Friday, November 4: 10 AM to 7 PM | Saturday, November 5: 10 AM to 2 PM

### THE DETAILS

#### SEND YOUR VENDOR APPLICATION TO:

St. Nicholas Market, Ami J. Hooper, 300 N. Main, Temple, TX 76501, or  
email to [ami@christchurchtemple.org](mailto:ami@christchurchtemple.org).

- If you are a local business, there is a fee to be a vendor at the St. Nicholas Market. Please see fee schedule on second page.
- All vendors must contribute one item (value \$10 or more) for the St. Nicholas Market Silent Auction. Auction proceeds will fund local ministry in the Temple area.
- There is no electrical outlet available provided for vendors.
- Vendors will have wireless access during the market hours.
- Each vendor is responsible for collecting and reporting Texas Sales Tax. For more information contact the Texas State Comptroller's Office.
- Vendors are accepted based on the items approved as listed in the application form, and as such may only sell approved items; any changes or additions to the product line(s) must be approved by the St. Nicholas Market committee in advance.
- Vendors may not loan or give away or trade the vendor space assigned to them.
- Vendors are responsible for providing shopping bags for their purchasers.
- All vendors must meet all State of Texas health and safety and fire regulations when applicable.
- All food vendors are responsible to know and comply with all applicable health regulations.
- Baked goods and all other food products must be properly covered, kept at proper temperatures (as specified by Health and Safety), and displayed on tables that are covered by a tablecloth.
- All foods not sold in concessions (including individual servings) must be wrapped in new plastic, per all applicable health regulations.
- No firearms are allowed in the building or on the grounds.
- Vendor vehicles will not be permitted in the Christ Episcopal Church parking lots. We need to reserve all available parking for shoppers.

#### Questions?

Ami Hooper

[ami@christchurchtemple.org](mailto:ami@christchurchtemple.org)

- Your vendor area must be staffed at all times. Christ Episcopal Church shall not be liable for any lost, stolen and/or damaged property, materials, equipment, goods, and any other items associated and/or used in conjunction with the market.
- No security personnel is provided after hours. The individual rooms and the church is locked at night and the security system is monitored and armed when the building is closed.
- The St. Nicholas Market will be promoted through our website and print and online marketing.
- Vendors obtain the right to use the assigned vendor table area and are responsible to have the space operational during all hours of the Market. Vendors are required to be open for the entire duration of Market operating hours. As such, all vendors must open on time for the entire duration of the event.
- Emergency contact information needs to be provided to the Market on the application.
- Market set up will be on Thursday, November 3, from 10 am to 4pm. If that time does not work, please let us know at least two weeks in advance and we will make other arrangements. Loading and unloading must be done in an orderly fashion with consideration for everyone in the area.
- **All decisions made by the St. Nicholas Market committee are final.**

**Note:** The St. Nicholas Market reserves the right to change, interpret, and enforce these policies and guidelines deemed necessary to maintain the consistency, individuality and authenticity of the Market for the benefit of all being served.

## VENDOR SPACE INFORMATION

### **The St. Nicholas Market will provide vendors with the following:**

\$100 Indoor Space: one (1) 10 x 10 space inside the building or

\$50 Outdoor Patio Space: one (1) 10 x 10 space on the patio or

\$25 Front Lawn Outdoor Space: one (1) 10 x 10 space on the front lawn

Location will be determined by application date and Market Committee assignment.

**Please note that there is no electrical outlet available for vendors.**

**Indoor vendor space:** vendor is responsible for providing skirted tables (to the floor) tables and anything needed for set up. Your set up must fit in the assigned 10 x 10 space.

**Outdoor patio space:** vendor is responsible for providing a 10 x 10 tent, tables and anything needed for set up.

**Front lawn space:** vendor is responsible for providing a 10 x 10 tent, tables and anything needed for set up.

**Each vendor will be required to bring all additional requirements that might include, but are not limited to:**

- Table(s) and other item items needed for set up that fit into assigned 10 x 10 space
- Signage
- Decor for vendor table which includes table cloth, skirting, covering, etc.
- Items for product display

All vendors are responsible for cleaning their table area and removing their own garbage. Information on garbage pickup and bin locations will be available.

# St. Nicholas Market Vendor

All information can be emailed to [ami@christchurchtemple.org](mailto:ami@christchurchtemple.org) or mailed to the vendor application address:

**ST. NICHOLAS MARKET, Ami J. Hooper, 300 N. Main St. Temple TX 76501.**

## Your application MUST include the following items:

- Application (pages 3-4)
- Short business description and business contact information for the vendor for listing in the Market program
- Please fill out the checklist on right hand side of page in shaded box if applicable
- Payment for vendor space (You can pay by check or pay online.)

\_\_\_\_\_  
Name

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address:

\_\_\_\_\_  
City/St/Zip

\_\_\_\_\_  
Phone:

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

\_\_\_\_\_  
Website

\_\_\_\_\_  
Twitter:

\_\_\_\_\_  
Facebook

\_\_\_\_\_  
Instagram

\_\_\_\_\_  
Pinterest

Any other (please list): \_\_\_\_\_

\_\_\_\_\_

## Please tell us how many spaces you are purchasing:

\_\_\_\_\_ indoor 10 x 10 vendor space (\$100)

\_\_\_\_\_ outdoor 10 x 10 vendor space (\$50)

\_\_\_\_\_ front lawn 10 x 10 vendor space (\$25)

*Please let us know if you are willing to do any of the following:*

\_\_\_\_ Buy an ad

\_\_\_\_\_ Full page color display ad: \$100

\_\_\_\_\_ Half page color display ad: \$50

### 8.5 x 5.5 Program Ad Dimensions

Full Page: 4.85w width x 7.85 height

Half Page: 4.85 width x 3.85 height

*You can provide your ad or we can create one for you at no charge.*

\_\_\_\_ Help promote market with provided signage

\_\_\_\_ Promote the St. Nicholas Market

\_\_\_\_\_ social media accounts

\_\_\_\_\_ website

\_\_\_\_\_ email list

\_\_\_\_\_ mailing list

\_\_\_\_\_ place marketing materials in store, at events, etc.

## Emergency Contact Information

\_\_\_\_\_  
Name

\_\_\_\_\_  
Phone

**PRODUCTS:** (Please give us an idea of the items you wish to sell. Attach a separate sheet if necessary)

**VENDOR TABLE DESCRIPTION:** (As it will appear on the St. Nicholas Market website). Maximum of 20 words.

I give consent to the St. Nicholas Market to disclose my name, company name and/or telephone number to those persons inquiring about my product(s). I am eligible, have read, understand, and agree to comply with all Market rules and regulations as specified by the St. Nicholas Market as per attached rules and regulations.

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Signature

Date