TRINITY CHRISTIAN ACADEMY GIFT MARKET
NOVEMBER 7, 2020
VENDOR GUIDELINES

1. All applications will be reviewed by the Gift Market Jury for quality, uniqueness, and variety of products sold. **PLEASE MAKE SURE TO SUBMIT AT LEAST 2 QUALITY PHOTOS REPRESENTATIVE OF YOUR PRODUCTS AND YOUR BOOTH SET UP. APPLICATIONS RECEIVED WITHOUT PHOTOS WILL NOT BE REVIEWED UNTIL PHOTOS ARE RECEIVED. PHOTOS AND VENDOR DETAILSMAY BE USED ON SOCIAL MEDIA FOR TCA GIFT MARKET TO PROMOTE THE EVENT.**
   Admission will be on a rolling basis, with consideration also being given for presentation of merchandise as represented by your photo submission. Please note that prior participation as a vendor is not a guarantee for admission to the 2020 Gift Market. Every attempt will be made to honor prior booth location requests but this cannot be guaranteed. The Gift Market Chair reserves the right to make final decisions on booth location.

2. Vendors will be notified of acceptance via email. Please be sure our email, giftmarket@tcaeagles.org, is in your address book so our emails will not go to your spam. No refunds will be made once a vendor has been accepted. Checks will be returned uncashed to vendors not accepted.

3. All merchandise must be in good taste and of high quality. The Market Committee reserves the right to refuse the sale of any merchandise that it deems inappropriate. Please note that references to and/or products related to alcohol and tobacco are not permitted.

4. All tables must be draped to the floor with fabric or fabric tablecloth (no plastic), with boxes stored beneath. Sheets may not be used as tablecloths. Market volunteers will check booths prior to opening.

5. ***Market hours are 9:00 a.m. – 5:00 p.m.*** Vendors must be set up and prepared for customers by 8:30 a.m. Vendors must staff their booth throughout the entire Market hours. Unloading and set up time for Friday, November 6 will be 4:00 p.m.—9:00 p.m. ***Please do not arrive before 4:00 p.m. due to student pick up after school.*** Vendors will be asked to move their vehicles if blocking traffic for student pick up before 4:00 p.m.

6. Vendors may not break down their booth prior to the closing of the Market. Any vendor closing prior 5:00 p.m. will not be invited to return in future years. All merchandise and booths must be removed Saturday evening by 8:00 p.m. We are unable to access the building on Sunday, November 8.

7. All booths must be safely constructed and kept within the taped boundaries. Please do not block any exits or extend into the aisle. No nails, screws or staples may be put in the walls or floor. Market volunteers will be inspecting booths throughout the weekend to insure safety for everyone.

8. Free wi-fi will be available. Electricity is available at ***certain booth locations only*** for an additional fee. A small number of tables are available for rent on a first reserved basis. Please indicate if you need electricity and/or a table on your application. Chairs are available at no charge and will be available during set up.

9. Volunteers will be available throughout the day to give vendors a short break if desired.

QUESTIONS? Please contact our Gift Market Coordinator, Denise Hobbs, by email at giftmarket@tcaeagles.org or leave a message at 682-478-7126