

# **MJCA Shopping Extravaganza**

Mt. Juliet Christian Academy

**Saturday, November 23**

**9:00am-4:00pm**

Thank you for your interest in our MJCA Annual Extravaganza. To begin your application process, please complete the [Vendor Application Form](#) on page 2 and return to the address listed at the bottom of the form. We will review each application and will accept a variety of vendors, offering the widest range of shopping. Some market vendors will be accepted on a first come, first served basis. You will be notified within two weeks of your application's approval or decline.

Once notified of your application approval, the signed [Vendor Policy Form](#) on page 3 and full payment will secure your space. Checks should be made payable to MJCA. The vendor keeps all profits from the booth sales.

Extravaganza booths are approximately 8' x 8'. The booth rental fee is \$65.00 (nonrefundable) plus \$25.00 which will be refunded to you upon completion of the event. The setup within the booth is at the discretion of the vendor. Shoppers will have a two-sided access to each vendor booth. Electricity is an additional \$10.00. You will need to furnish your own extension cord. The spaces near outlets are limited and will be assigned on a first come, first served basis. The gym will be open for set-up Friday night November 22, 2019 from 5:00pm – 8:00pm and the morning of Saturday, November 23, 2019 from 7:00am -9:00am. Any vendor products donated to our silent auction should be given during vendor set up times. All donations are appreciated! Tear down will begin immediately after the show. All vendors will be required to stay the full length of the event. (See list of rules).

Questions should be directed to [mjcaextravaganza@gmail.com](mailto:mjcaextravaganza@gmail.com)

## MJCA Shopping Extravaganza: Vendor Application Form

Applicant's Name: \_\_\_\_\_

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

*\*Any additional information will be sent via email unless vendor states otherwise.*

Please be specific as to what you will be selling including **ALL** possible items. We allow vendors spaces based on specific items, once the limit has been met, vendors are turned away. This keeps us from having 5-10 vendors selling the same items. However, if you do not list specific items and then bring them to sell and the allotted vendor spots are full, we reserve the right to ask you not to display or sell those items. **PRODUCTS TO BE SOLD:**

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*\*Attach pictures or give a link to your website if you would like your products to be considered for promotional purposes.*

Number of spaces needed at \$65.00 each: \_\_\_\_\_

Mark if electricity is required for your booth at a \$10.00 charge: \_\_\_\_\_

Mark if donating to the silent auction: \_\_\_\_\_

**\*Please do not send money due until notified of application approval.**

Please return form to:

Mt. Juliet Christian Academy

Attention: MJCA Booster Club

735 North Mt. Juliet Rd.

Mt. Juliet, TN 37122

Email: [mjcaextravaganza@gmail.com](mailto:mjcaextravaganza@gmail.com)

## MJCA Shopping Extravaganza: Vendor Policy Form

1. All vendors must be in position and have vehicles parked in designated vendor parking area from 8:30am until 4:00pm.
2. It is essential that the vendor's booth is set up and ready prior to the start of the event. *By 8:00 a.m., it must be evident that the vendor has made a presence, or the space will be forfeited and all payments will be forfeited.* At that time the area will be made occupied so the show appears full.
3. The vendor must be represented in the booth the entire length of the event.
4. Vendors will furnish tables and chairs.
5. In order to retain the quality and character of this event, we will accept no early booth dismissals/vacancies or \$25.00 deposit will be forfeited. The \$25.00 deposit will be returned to the vendor within one week upon completion of the event.
6. The vendor is responsible for the clean-up of their rental space immediately following the close of the show.
7. It is the responsibility of the vendor to adhere to Mount Juliet licensing rules.

**\*By signing this form the vendor agrees to follow all policy requirements listed.**

Vendor Name \_\_\_\_\_

Vendor Signature \_\_\_\_\_

Date \_\_\_\_\_ Contact Number \_\_\_\_\_

**\*Return signed copy and total amount owed within one week of application approval.**

**\*Please make checks payable to MJCA.**

		<u>Total</u>
<b>Booth space:</b>	<b>\$65.00</b>	_____
<b>Refundable Deposit:</b>	<b>\$25.00</b>	<u><b>\$25.00 ***</b></u>
<b>Electricity:</b>	<b>\$10.00</b>	_____
<b>Total amount due:</b>		_____

**\*\*\*Please send separate check for deposit\*\*\***