



## **Marketplace Vendor Registration October 1-2, 2021**

**Fincastle Baptist Church  
7330 Roanoke Road  
Fincastle, VA 24426**

### **SET UP INFO:**

Friday, October 1, 2021 - Vendors may come anytime on Friday to set up. Marketplace doors open to the public at 5:30pm.

Set up on Saturday, October 2, 2021 is from 7:30 a.m. to 8 a.m. Marketplace Doors open to public at 8 a.m.

Please be set up & ready to go by the time the doors open each day. Please remain set up until the end of the conference on Saturday. Security is provided & the church will be locked and secured overnight Friday.

### **MARKETPLACE HOURS:**

Friday, October 1 - 5:30 pm to 7 p.m. (Conference will promptly begin at 7 p.m.). Marketplace reopens at 9 - 9:30 p.m. (after the conference ends for the night)

Saturday, October 2 - 8 a.m. to 9 a.m. (before the conference begins)  
During intermission at 10:30 a.m., & 12:30 p.m on Saturday.  
The Marketplace closes and event ends at 2:00 p.m.

For the security and safety of our vendors and guests, Marketplace doors are closed and Marketplace must be vacated while conference is in session.

For the security of our Marketplace and guests, vendors must be out of the building by 10:00 p.m. on Friday & 2:30 p.m. on Saturday.

### **REGISTRATION FEES:**

10 x 10 Booth - \$60 each.

Booth fee includes one (1) 8 foot table & one (1) conference admission ticket. Additional tables can be provided, please let us know in advance. Also, be sure to let us know on the registration form if you require electricity..

### **REGISTRATION PROCESS:**

Please complete and return the attached form, along with your payment, to Fincastle Baptist Church, P.O. Box 707, Fincastle, VA 24090, no later than August 3, 2021, in order to guarantee your spot and to be included in the conference promotional materials. Make checks payable to Fincastle Baptist Church.

Any registrations received after August 3, 2021, may not be guaranteed inclusion in the conference media. All space assignments will be determined on a first come, first served basis.

**EVENT POLICIES & RULES:**

All items must be handmade. No direct sales companies allowed. No flea market or yard sale type items will be allowed. Any vendor wishing to sell handmade food items MUST provide proper health inspection paperwork. Electricity is available on an extremely limited basis. Please be sure to notate on the form if you need electricity. All vendors must provide their own extension cords. Each booth includes one (1) 8 ft table - any additional tables can be provided, please let us know in advance. No open flames, burning of candles or incense will be allowed. All booth fees are NON REFUNDABLE.

**DETAILS:**

- During set up, once you have unloaded your vehicle, please park behind the church building so conference attendees have plenty of room to park.
- Each vendor is invited to include a coupon or discount in the gift bags each conference attendees will receive
- Please email a high resolution graphic of your business logo and a description of your products that we can post on our website and on social media.
- High resolution photographs of your products are welcomed and may be used in our advertising.
- Fincastle Women will make every effort to update your menu if needed before the event should this be needed.
- All graphics and coupons should be sent to Elizabeth Wilcher by August 3rd.

**EVENT CONTACT:**

Elizabeth Wilcher  
[elizabeth@fincastlebaptist.org](mailto:elizabeth@fincastlebaptist.org)  
Fincastle Baptist Church  
(540) 473-2861

**PLEASE COMPLETE & RETURN REGISTRATION FORM WITH PAYMENT**

NAME: \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

WEBSITE: \_\_\_\_\_

DESCRIPTION OF ITEMS TO BE SOLD: \_\_\_\_\_

\_\_\_\_\_

NUMBER OF SPACES (10 x 10 FT) REQUIRED: - \$60 BOOTH FEE EACH: \_\_\_\_\_

ELECTRICITY REQUIRED (circle one)      YES    NO

AMOUNT ENCLOSED: \_\_\_\_\_

By completing and submitting this form, I hereby release Fincastle Baptist Church and all parties connected with the management and execution of the Surrounded Women's Conference from any and all damages, injuries, losses, claims, and judgements from any cases, whatsoever, that may be suffered by any vendor, exhibitor, or attendee.

Upon signing this agreement, I verify that I have read, understand, and agree to all the information presented on this application. I also verify that all information that I provide is accurate and correct.

\_\_\_\_\_  
VENDOR SIGNATURE

\_\_\_\_\_  
DATE