

2011 Market for Missions  
Oak Mountain Presbyterian Church

**Date: Saturday, October 22, 2011, 8:00 am – 4:00 pm (Set up begins at 7:00 am)**

**Location: Oak Mountain Presbyterian Church Gym**

**5080 Cahaba Valley Trace**

**Birmingham, AL 35242**

We are excited that you are interested in being a vendor at our Market for Missions. This is a fundraiser for our Faith Promise world missions fund. We hope that it will also be a fun shopping experience for those in the community. Each vendor will collect their own money from sales. **Each vendor agrees to donate a minimum of 15% of their total sales made at the Market to the OMPC Faith Promise fund.**

**Please read and complete the attached Vendor Application and the Vendor Participation Agreement. Mail these to the address listed on the agreement or email back to [marketformissions@gmail.com](mailto:marketformissions@gmail.com). Applications are due by September 16, 2011.**

Vendor space is limited. All applications postmarked by the deadline will be considered by our selection committee. Vendors will be selected based on merchandise and space requests. We may limit the number of vendors who sell similar items; therefore, the receipt date of these materials is a determining factor in selection. Only applications by vendors will be considered; no third party applications. Vendors sharing a table must submit their own applications so that we may issue individual vendor numbers. Submission of an application does not guarantee a space in the Market for Missions.

**You will be notified by September 23, 2011 whether you have been selected as a vendor.** An acceptance letter from our committee is the only means of participation in the 2011 Market for Missions.

Promotion of the 2011 Market for Missions will be the responsibility of OMPC. However, emailing your customer base is a great means of advertising this event and increasing your sales.

If you have any questions please email [marketformissions@gmail.com](mailto:marketformissions@gmail.com). **All communication with our committee will be by email.** Please make sure the above email address is accepted by your email account and not “spammed”. A prompt reply to all emails would be appreciated.

2011 Market for Missions Application  
Oak Mountain Presbyterian Church

Vendor Application Form

The application should be completed and signed by the participating vendor only. No third parties please. There may be a limited number of tables available for the Market, so please submit your application early.

Please Complete Fully and Print Clearly

Name \_\_\_\_\_ Phone # \_\_\_\_\_  
Address \_\_\_\_\_ Cell # \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Email \_\_\_\_\_  
Business Name \_\_\_\_\_

**Vendors are responsible for collecting all monies for sales made during the Market.**

Detailed description of items to sell: Be as specific as possible to aid in the selection process. List any details which may distinguish your merchandise from other vendors. Photographs may be submitted, however pictures will not be returned. Photographs may also be emailed to [marketformissions@gmail.com](mailto:marketformissions@gmail.com).

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All items for sale must be appropriate to sell in a church and Christian school environment. You will be asked to remove any item deemed inappropriate by the Market for Missions Committee.

Special Requests – These are limited in availability. Please only request if absolutely necessary. You may not be able to participate if we are unable to fulfill all requests.

near electrical outlet (you will still need to bring your own extension cord and duct tape)  
 against a wall  
 other \_\_\_\_\_

Door Prizes – Would you be willing to donate an item(s) to be used as a door prize for our shoppers? yes  no

Tables – Tables are 6 feet long and are set up in long rows end to end next to each other. Each vendor has approximately 3 feet of space behind the table in which they may store excess merchandise and sit in a chair. These tables are not set up in a three sides “booth” fashion. Requests for more than 2 tables must have prior approval through the Market for Missions Committee.

By participating in the Market for Missions you agree to donate a minimum of 15% of your total sales from that day to the OMPC Faith Promise fund for world missions.

**Signature of Vendor:**

**Date:**

## Vendor Participation Agreement

### OMPC Market for Missions 2011 Rules

**Please read these rules, sign and date at the bottom of this page. Send the signed copy with your Vendor Application to the address below or email it to [marketformissions@gmail.com](mailto:marketformissions@gmail.com) .**

**Please retain a copy of these rules for your records.**

**VENDOR SELECTION** – The Market for Missions Committee reserves the right to reject any application for vendor participation for any reason. The committee reserves the right to require the removal of any artwork, craftwork, or merchandise that, in its judgment, is inappropriate for display, distribution or sale at the Market. We do not allow the sale of illegal reproductions of brand name items (such as Kate Spade, Prada, etc.) If you are chosen for participation you will be issued a vendor number. Only vendors who have completed a vendor application will qualify to receive a vendor number. Sharing a table with another vendor is permitted, however the committee must have a completed application from each individual requesting their own vendor number.

**SET UP TIME** – Set up will begin on Saturday at 7:00 AM. We recommend that you have someone at your table(s) at all times during shop sales time. OMPC Market for Missions is not responsible for losses.

**TABLES** – Standard 6 ft. rectangular tables will be used and must be covered with a tablecloth provided by the vendor. Extension cords and duct tape for securing cords to the floor, if needed, must be supplied by the vendor as well. Electrical outlets are limited and should be requested on the application if absolutely necessary for your display.

**TAKE- DOWN TIME** – Merchandise displays and table(s) should be taken down **no earlier than 4:00 PM on Saturday** and must be completed by 5:30 PM on Saturday. Market for Missions is not responsible for any items left at your table after 5:30 PM the day of the Market.

**SALES** – **All monies will be collected by the vendors at their tables.** All vendors should write sales receipts for the customer using a duplicate sales book. The vendor should retain one copy of the receipt and give the other receipt to the customer. At the close of Market, all vendors should total their receipts and submit in writing their total sales amount. This amount should be turned in to the Market for Missions table prior to leaving the gym. **Vendors need to mail a check made out to OMPC to the below address (with Market for Missions in the memo line) for a minimum of 15% of total sales from that day by Friday, October 28, 2011.** Vendors are responsible for paying any and all sales taxes which may be due on their sales.

*I, \_\_\_\_\_, am the vendor applying for participation in the 2011 Market for Missions. I have read the above rules and agree to them as stated. I also understand that my submission of an application **does not** guarantee a space in the Market.. I understand I will be notified by September 23, 2011 whether I have been selected.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please mail Vendor Application, signed Vendor Participation Agreement to  
OMPC

Cathy Graham – Market for Missions  
5080 Cahaba Valley Trace  
Birmingham, AL 35242

Or email them to [marketformissions@gmail.com](mailto:marketformissions@gmail.com)

**Deadline for submissions is September 16, 2011**