

St. Charles Borromeo Catholic School  
Sales Event Application



This application is valid for the following event; the "Christmas Market", being held on Saturday, December 7<sup>th</sup>, 2019 from 9:00am-3:30pm, at St. Charles Borromeo Catholic School located at 502 S Franklin St., Greenville, MI 48838.

I understand this is an individual vendor event and I am responsible for all items I bring, sell, and distribute, as well as any applicable laws regarding the tax, sale, or disbursement of said items. I agree to follow all rules and requirements put in place by St. Charles Borromeo Catholic School for the protection of all vendors, participants, and volunteers of the above-mentioned event.

Brief Description of items I intend to sell:

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**Booth Rental/ Fees:**

Booth spaces and fees are listed on the booth maps. Please refer to the booth maps for the booth sizes and prices. Electrical outlets are in short supply and are marked on the booth map (see map key). If you need an electrical outlet, please choose a booth number with an electrical outlet available. Each booth may only have access to (1) outlet port. If you have multiple items needing electrical plug access, please bring a surge protector and extension cords as needed.

Total number of booths requested: \_\_\_\_\_

Booth Space(s) 1<sup>st</sup> choice: \_\_\_\_\_ Booth Space(s) 2<sup>nd</sup> choice: \_\_\_\_\_

Booth Space(s) 3<sup>rd</sup> choice: \_\_\_\_\_

Total amount of booth fees: \$ \_\_\_\_\_

There are limited number of 8 ft tables available for rent. The rental fee for tables is \$10 each. Please indicate in advance if you would like to rent a table. Table rental is on a first-come-first-served basis and is not guaranteed. Payment for table rental must be included with the submission of this application.

# St. Charles Borromeo Catholic School

## Sales Event Application

Total number of table rentals requested: \_\_\_\_\_

Total amount of table rental due:\$\_\_\_\_\_

We can accept cash, check (made out to St. Charles School), credit card, and paypal for all fees, food, or donations. You will not be assigned a booth until the application and payment are received. You will get your booth assignment at the time of check in/ set up.

Special requests/ comments:

Would you like a complimentary chair? Y\_\_\_\_ N\_\_\_\_

### Event Totals:

Booth: \$ \_\_\_\_\_ Table: \$ \_\_\_\_\_

Total Event Cost: \$ \_\_\_\_\_

Applicant Name(printed): \_\_\_\_\_

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

Applicant contact primary phone #: \_\_\_\_\_

Alternate Phone Number:# \_\_\_\_\_

Applicant E-mail address: \_\_\_\_\_

**I have read, understand, and agree to the Sales Event Agreement and the Application. I understand that my booth fee may not be refundable if not cancelled prior to 30 days before the event. I understand that failure to submit this application and payment in a timely manner may result in an inability to obtain a booth despite pre-registration approval. By signing this application, I agree to pay all applicable fees prior to the event in whichever form of payment I choose (cash, check, paypal)**

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

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

All Questions should be directed to Amber Landis at (616)690-3599.

This application in paper form can be dropped off at the school or parish office ATTN: Amber Landis or mailed to the parish office : ATTN: Amber Landis

St. Charles Borromeo Catholic School  
505 S Lafayette Street  
Greenville, Mi 48838

**We humbly request all applications be submitted by November 22, 2019.**

For Office Use Only

Date rec'd: \_\_\_\_\_ Approved by: \_\_\_\_\_ Pmt. Rec'd:\$\_\_\_\_\_  Cash  PayPal  Check \_\_\_\_\_ Table: