

## FAB Mistletoe Market Vendor Agreement

1. All items sold at the market must be **handmade** by the vendor selling the item with the craftsperson on site for the market.
2. Vendors will arrive at least 1 hour before the event to begin setting up, although the Facility Supervisor will be there 2 hours before the event, for those vendors that need additional set-up time.
3. Vendor will be responsible for setting up and taking down tables, chairs, and set-up before and after the event.
4. Vendor will clean up their space prior to leaving the event.
5. Once a vendor space has been determined by Mistletoe Market organizers, there will be no changes in vendor spaces.
6. Each vendor will have a 10' x 10' (with some adjustments made for the glass blocks in the cafeteria area.)
7. NC Sales tax is the vendor responsibility.
8. Each vendor needs to provide 4 to 5 images of their **handmade** items via e-mail to [tprichard@wcpss.net](mailto:tprichard@wcpss.net), as well as their website, Facebook page, Etsy site, etc.
9. Each vendor needs to provide an item for the Mistletoe Market raffle.
10. Each vendor will supply their own table, chair, and display set-up. Please indicate below if you need to rent a table, chair, or extension cord from our facility.

Item	Rental Fee	How Many?
Table	\$10.00	
Chair	\$ 5.00	
Extension Cord	\$ 2.00	
Outlet for Electricity	No Charge	

By signing below, I acknowledge that I understand and will abide by the above requirements.

Signature \_\_\_\_\_

Name \_\_\_\_\_ Date \_\_\_\_\_

Please include a check for \$45.00 made out to FAB Mistletoe Market and include a signed copy of the Mistletoe Market Vendor Agreement to:

FAB Mistletoe Market  
 2500 Carpenter-Upchurch Rd.  
 Cary, NC 27519