

Vendor Application

Makers Market

Hosted by the St. Joseph Business Guild, at St. Mark's (St. Paul, MN)*

November 16 & 17, 2024

Contact: Mary Henseler
1068 Overlook Road
Mendota Heights, MN 55118
Email: marysellsanctuary@gmail.com
Cell: 651-278-5251

TO REGISTER: Please type or write legibly in blue or black ink. Send the completed application via email to marysellsanctuary@gmail.com or mail to the address listed above. **The deadline for the application is October 25, 2024. Please submit payment with application, either via the QR code to the right or checks made out to: St. Joseph Business Guild**



Name of Organization or Business:

Type of Business: Jewelry Apparel Books Ministry Visual Art
Stationary Gifts Music
Other (briefly describe)

Contact Information:

Name:

Email:

Mailing Address:

City:

State:

Zip Code:

Phone:

Website:

One line describing your organization:

Short sample list of items you will be selling:

Vendor Fees & Needs

The fee for one table *or* 8' x 8' space is \$25. More tables are an option for an additional \$10 each. Each space will have access to an electrical outlet and chairs. Please indicate how many tables you need or if you need an empty 8' x 8' space for your own tables/displays.

8' table (\$25)

8' x 8' *space* - no table (\$25)

Number of extra tables (x \$10)

Total fee

Name and contact information of vendor (or staff member) who will be present at event:

Name:

Email:

Phone:

Name:

Email:

Phone:

I have read and agree to the Vendor Information attachment. Please print sign, and date below. (Required)

Print name

Signature

Vendor Information

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PLEASE READ ALL INFORMATION BELOW BEFORE COMPLETING APPLICATION:

1. The Maker Market, hosted by the St. Joseph Business Guild at the St. Mark *school building* (1983 Dayton Avenue, St. Paul, MN), will run **Saturday, November 16, 2024 from 11am until 5:00pm, and Sunday, November 17, 2024 from 10am until 2:00pm**. Each exhibitor will be provided either one table/space, two chairs and access to an electrical outlet. There are approximately 20 spaces available for artists to display their work at this event. The event will be located on the second floor of St. Mark's school building spread out between 5 classrooms. There will be 3-4 vendors per room. We will have some light snacks and beverages available for guests in The Quarry (the St. Joseph Business Guild co-working space located on the 2nd floor).

2. Please specify on the application how many tables you will need or if you need an open 8' x 8' space (for artists/crafters who bring their own displays). Every effort will be made to honor your requests. The layout of the vendor tables will be determined by representatives of the event's planning committee.

3. The Church of St. Mark is an active Catholic campus in the Archdiocese of St. Paul and Minneapolis. As such, vendors participating at this event agree that they will not promote items which conflict with or are in opposition to the teaching of the Magisterium of the Catholic Church. Therefore, products and services should reflect the dignity and value of all persons.

4. **Set up for the event is Friday, November 15th from 4-8pm and Saturday, November 16th from 9-10:30.** Vendor tables should be open for the duration of the event on both days. Tables should be set up and ready by 1030am on Saturday morning. Vendors may begin packing up their materials at 2pm on Sunday afternoon. If a vendor is unable to attend the entire event, please provide name(s) of representative(s) who will be staffing the table in their absence. Please list those names on the application form, so that we can provide name badges for them. Doors to the classrooms will be locked on Friday and Saturday night.

5. WIFI is available in the venue.

6. Final logistical arrangements for access to the space for set-up and teardown will be provided before the event. **Please note that this event is located on the second floor of the St. Mark's school building and there are no elevators.** Contact us if you require assistance transporting items up and down stairs.

7. All vendors agree to abide by all the guidelines regarding table set-up, loading/unloading, and parking, determined by the planning committee.

8. By filling out and submitting an application to the event, vendors agree to be bound by these guidelines.