

Gala 2012 Vendor Policy (Revised 02-20-12)

WHO: Members of Grace Baptist Church who have quality items to sell. This is an opportunity that is being provided primarily to our own members; however, Pastor Bane will consider, on an individual basis, outside vendors who are faithful members of a different independent, fundamental, Baptist church. Interested individuals will need to follow the same procedures as Grace Baptist Church members. **All vendors must apply and be approved.** (See form on the next page.)

WHAT & WHY: The purpose of vending is to provide the Gala delegates with useful material and interesting merchandise. Ladies generally enjoy shopping; it is our hope to provide some appropriate, quality items in which they may be interested, as well as to benefit the seller. (jewelry, bags, makeup, health products, modest clothing, items for the home and family, literature, services, craft items, wood working, etc.)

WHERE: Vending will be located mostly in the Main Foyer. Dependent upon how many tables are rented, additional vending may be set up in other high traffic areas. Table location will be determined on a first-paid, first selection basis.

WHEN: Vendors will be required to be at their tables for the entirety of the times (including lunch break) listed below:

Friday:	3:45 – 5:25 p.m.
Friday:	7:35 – 8:15 p.m. (Break)
Friday:	for 15 minutes after dismissal
Saturday:	8:00 – 8:45 a.m.
Saturday:	9:55– 10:35 a.m. (Break)
Saturday:	12:20 – 1:05 (Lunch Break – 20 minutes allowed for lunch prior to 12:20)
Saturday:	for 15 minutes after dismissal

As the Gala nears, break times may be adjusted to accommodate the general schedule. You will be given exact times a few days before the Gala. Vendors may want to consider recruiting some help from ladies not already working in other areas to assist. Vendors may want to consider financial compensation for help. (Teen boys and children may not be used as helpers.)

Tables may be set up as early as after the Wednesday, April 11th service, but all setup must be 100% completed no later than Thursday, April 12th at 8:00 p.m. (Vendors who are not members of Grace Baptist Church and do not live locally will be given times to set up on Friday, April 13th.) After the Gala concludes on Saturday, vendors will be responsible to completely clear all of their items. Do not plan to leave or store any of your things at the church – everything must be taken out of the building on Saturday.

VENDOR FEE: The fee for Grace Baptist Church members is \$20 for each 6' table. The fee for approved members outside the membership of Grace Baptist Church is \$25 for each 6' table. (Vendor fee does not replace or include Gala registration for delegates. Vending is a separate transaction.)

DRESS POLICY: All vendors and helpers are to follow the church dress policy below:

LADIES:

- *No short dresses or skirts. All hemlines must cover the knee.*
- *If a skirt or dress has a slit, the opening at the top of the slit may not be above the bottom of the knee.*
- *No tight-fitting clothing. This includes dresses, skirts, jumpers, blouses, etc.*
- *No low-cut or revealing blouses or dresses (front or back). Low-cut is defined as: no more than the width of three fingers below the clavicle bone. (Added for clarification: Three fingers (index finger, middle finger, and ring finger) held tightly together, with hand turned sideways and fingers held horizontally, with the index finger at the clavicle bone and the ring finger indicating the lowest mark for any allowable neckline.) Please check that your neckline is secure when bending or leaning.*
- *No sleeveless garments will be allowed as an outer (top layer) garment unless worn as a vest with a sleeved shirt underneath.*
- *No denim clothing may be worn. This includes skirts, dresses, jumpers, tops, shirts, etc.*
- *No slacks, shorts, gauchos, or anything pertaining to pants or shorts are to be worn.*
- *Nylons are to be worn by all ladies. (No leggings, please.)*

MEN:

- *Dress shirt and tie. Suit coat is preferred, but optional.*
- *Tapered haircut, with hair not touching ears or collar.*
- *Dress shoes*

MISCELLANEOUS: During Gala sessions when vending is not open, male vendors are asked to either vacate the building or to stay in a room designated solely for male Gala workers. Men are not to be in the foyers and hallways during sessions.

There will be limited access to electricity, dependent upon table location, and may not be available to all vendors. Vendors are responsible for providing their own extension cords. However, for safety reasons cords must be completely out of all walkways and may not be taped to the floor.

In consideration to all shoppers, vendors with fragrance items are asked to limit their use of fragrances to one at a time.

Vendors will be responsible for providing cash to make change, any other needed supplies, and, if desired, something with which to cover your table between breaks. Covering your table is a pre-cautionary measure that may prevent items being unaccounted for.

Gala 2012 Vendor Application

Please write legibly.

Name _____

Email address _____

Cell Phone Number _____

Complete Home Mailing Address _____

Item or general description of what is to be vended:

Number of tables requested: _____

GBC member fee: \$20 for each 6' table

Others: \$25 for each 6' table

Application must be turned in to the church no later than Sunday, March 25, 2012. After your application is turned in, you may stop at the church office at the next service to pick up your application. It will be marked approved or not approved. If the application is approved, payment must be received no later than Sunday, April 1, 2012. (Fee is non-refundable.) After full payment is received, vendors may select table location.

For vendors outside the membership of Grace Baptist Church requesting approval, applications must be received (in the mail) by Saturday, March 24, 2012.

By initializing, I agree to the terms in this application.

_____ **Vendor initials**

Please do not write below this line; it is for office use only.

_____ approved
_____ not approved

_____ full payment received
_____ cash
_____ check number

Vendor coordinator, after application is approved and complete payment has been received each vendor is to receive the following: (1) copy of table chart indicating their table location to this application, and (2) copy of their application.

Table number(s) _____

Application, payment, table selection, and vendor initials completed:

_____ **Gala worker initials**