



LOCAL SHOPPING. GLOBAL IMPACT.

2020 Ethical Trade Marketplace Vendor Application

Event Date: Sat, Nov 14 • 10A-3P

Vendor Application Due: Fri, Oct 30

Visit our website: bethel.ch/ethicaltrade

1. Vendor Information

Name of Vendor Registering (1 name only): _____

Company Name: _____

Mailing Address: _____

City: _____ State: _____ Zipcode: _____

Phone Number: _____

Email Address: _____ This is different than the email address this packet was sent to

Website: _____ OK to use in event promotions

2. Cause & Fit

The Ethical Trade Marketplace provides a unique shopping experience with a diverse selection of fair trade, for cause and sustainable products. The sale of goods in this Marketplace will help promote the dignity, hope and empowerment of marginalized peoples worldwide.

What kind of product(s) will you be selling?

Please describe how your product(s) fit within the scope of our Marketplace:

*If you are new to the ETM please attach pictures of your products to this application.

3. Display Needs/Description

Please indicate your display needs & description. This will be used to determine your placement. Location assignment is determined by the ETM Event Team based on vendor needs and date application is received.

All spaces are 10'x10' or comparable square footage.

Electrical Outlet:

Yes No

I am using a: Backdrop Sidewall

What is the Height: _____ Length: _____

*Each space will include 2 chairs. We request that vendors bring their own tables.
Please contact us if this is a hardship for you.

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For Official Use Only

Location: _____

Booth #: _____

Special Request: _____

4. Product Information

Please give an overview of products and quantities you will have at your booth. We will use this information for both promotion and booth placement.

Company(ies)	Product(s)	Quantity
Example: Sseko	leather bags	5
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5. Name of People Helping in Booth

6. Did You Forget Anything?

- Sign the Application Form (Section 7)
- Make a copy of registration form for your file
- Include photos of your product and booth set-up
- Mail Application Form to be received by Oct 30

7. Terms & Agreements

I have read and agree to the terms of this Application Form and the Ethical Trade Marketplace Policies and procedures (see attached). I agree to protect, defend, indemnify and hold Bethel Church, Richland, WA, its employees and volunteers free and harmless from and against any and all losses. It is understood and agreed that Bethel Church reserves the right to reject any vendor or product. I will share this information with all persons sharing or helping with my booth.

Registered Vendor's Signature Date

Mail Completed Application Form To:

Bethel Church, Ethical Trade Marketplace
ATTN: Katie Raymond • 600 Shockley Rd • Richland, WA • 99352

Contact Info: Jill Cullen, Event Coordinator • ethicaltrade@bethel.ch • bethel.ch/ethicaltrade

Ethical Trade Marketplace, Policies and Procedures

The purpose of the Ethical Trade Marketplace is to provide a unique shopping experience for our community that promotes conscientious shopping attitudes, thereby empowering marginalized families locally and around the world. It is our goal to offer shoppers a selection of hand-crafted fair trade, sustainable, and for-cause products. Each application will be thoughtfully evaluated to ensure that each vendor fits within these parameters.

Event Details

Location: Bethel Church, 600 Shockley Blvd.
Shopping: 10am-3pm
Set-up: Vendors need to be set-up by 9:45am.
Doors will be open for set-up at 7:00am.

1. Fees and Application: There is no charge to the vendor or for attendance. The Vendor Application is included in this packet and is due by October 30, 2020. The vendor space and location assignment will be determined by the ETM team and is based on vendor needs.

2. Cancellation: Even though there are no fees to refund event planning is impacted by cancellations. Please let us know by November 2nd if you need to cancel.

3. Booth Space/Location: All vendors and all shopping will take place inside Bethel's gym. Vendors are required to adhere to the booth location and space requirements determined by the ETM Event Team. All vendor display items, tables, chairs, etc. must be kept within the allotted space. Vendors cannot block other vendors' displays/space or walkways. Wall space is minimal and isn't guaranteed. Vendors are not allowed to assign or transfer their booth space to another vendor without the permission of the ETM Event Team.

4. Set-up/Breakdown: All vendors are required to check-in the morning of the event between 7:00 and 8:30am. You will receive your event packet at this time. All vendor booths and product must be set up and ready to sell by 9:45am. Breakdown is after the conclusion of the event at 3:00pm.

5. Additional Workers: Vendor workers must be 16 or older to work unsupervised. Children under 16 are allowed to work in booth space, but must be supervised by the registered vendor at all times. Vendors are allowed 2 additional people working in their booth at any time. If additional help is necessary, please contact the ETM Event Team. All vendors and helpers working in a booth are required to wear a Vendor ID Badge at all times. These will be provided when you check in the morning of the event.

6. Food/Samples: Due to Covid restrictions, food and beverage samples of any kind will not be permitted.

7. Smoking: No smoking is allowed on the Bethel Church property.

8. Parking: Please park in designated areas only in the Bethel Church parking lot. Please do not park in the fire lanes or vehicles may be cited or towed at your expense. Please do not drive or park on grass.

9. Health & Safety: We have approval to operate under Phase 2 Retail guidelines. We will follow all of those standards, which include face masks to be worn at all times, maintaining social distancing, and monitoring the traffic flow and number of shoppers. We will be able to have at least 200 shoppers at a time, and have plans to encourage shoppers throughout the day. In addition, we ask that you do a symptom check before you arrive and if there are any signs of illness that you stay home. Thanks for helping us make this event safe for everyone.

10. We are a non-denominational Christian church and we ask that product with conflicting spiritual messages not be sold at the event.

By signing your Vendor Application (Box 7. Terms & Agreements), you are complying to and will be fully responsible for following these policies and procedures. Vendors failing to adhere to these policies and procedures may be asked to leave the ETM and will lose priority for future events.

Frequently Asked Questions

When is my application due?

Your vendor application is due October 30th.

What are booth space dimensions?

We have 10'x10' spaces or comparable square footage spaces available. Spaces will be assigned with priority given in order of applications received.

How do you determine what vendors are a good fit for this event?

Vendors are determined well-suited for this event if product fits within the parameters of ethical trade; including hand-crafted fair trade, sustainable, or for cause. It is also our goal to promote a variety of items and not duplicate product.

Are vendors able to hang things on walls? What about burning candles or use of balloons?

Vendors are not guaranteed wall space. If wall space is available within your allotted booth space, only blue putty adhesive may be used. Please no thumb tacks or staples used in the walls. Since wall space isn't guaranteed, if you need to display signage or artwork please bring a display of some sort to do so. Please do not burn candles or use balloons.

What supplies do I need to bring?

Please bring your own supplies for your booth set-up: scissors, decor, extension cords, money for making change, labels for clearly marking each item, and bags for purchases made.

When do I set up?

Set up time is event morning beginning at 7am. All booths must be set up by 9:45am.

Can I bring my kids to set up?

If children are with you during set-up, they must remain with their parent/guardian and supervised at all times. If you have heavy items or display pieces it is recommended that you bring some muscle with you.

When do I break down my booth?

The event ends at 3:00pm. We ask that you have everything cleaned up by 4:00pm. Thank you!

What about taxes?

We cannot offer tax advice, but if you do have a business then you will need to file your taxes accordingly.

Do I have to be a Bethel Attendee?

No, you do not have to be a Bethel attendee to be a vendor.

Who can serve at my booth?

You are welcome to have anyone serve with you at your booth. They must be at least 16 years of age or older if you plan on leaving them alone. Please note on your application who will be serving with you at your booth so that we can provide them with vendor badges.

Will food be available to vendors?

Complimentary water bottles and prepackaged snacks will be available to vendors. Covid guidelines prohibit us from serving food so please plan on bringing a lunch.

Will there be central checkout?

There is no central checkout. We assume that you accept all forms of payment, unless you otherwise specify.