



2019 Ethical Trade Marketplace Vendor Application

Event Date: Sat, Nov 2 • 10am-1pm • Doors open at 9:45am

Vendor Application Due: Fri, Oct 11

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 that this packet was sent to

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:

*Remember to include photos of your products - thank you!

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: _____

Requesting a table Bringing your own table

*We have a limited amount of tables available

*Each space will include 2 chairs + tablecloth

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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 11

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

Ethical Trade Marketplace

EVENT INFORMATION SHEET

Date: November 2, 2019

Time: 10:00am – 1:00pm

Location: Bethel Church, Richland, WA

Event Purpose

The purpose of the Ethical Trade Marketplace (ETM) is to provide a unique shopping experience with a selection of hand-crafted fair trade, sustainable, and for cause products. As the ETM Event Team, we will thoughtfully evaluate applications to ensure that each vendor fits within these parameters.

Event Heart

The heart of the event is to cultivate conscientious shopping attitudes, thereby empowering families around the world.

In August 2018 Bethel produced a similar event and more than 300 women attended and shopped products from 12 vendors within a one-hour time-frame. Some of the merchandise represented included: Krochet Kids, Noonday, Sseko, Mercy House, Lovishly, Francis & Benedict, Sevenly and Christ's Kitchen.

There are currently no ethical trade marketplace shows or events within a 100 mile radius of our location. That data point, along with the fact that our August event was so well received, led us to the decision to produce an ethical trade marketplace. Our goal is to grow into a full one-day shopping event advertised to the entire Tri-Cities community. This first year we are prioritizing educating attendees about the positive impacts of ethical shopping. To best accomplish this goal, we have designed the format as an event that attendees all arrive to at the 10am start time.

Event Schedule:

10-10:30am: Program

The event will kick off with a 30-minute program that will include sharing the inspirational stories of our vendor's artisans through creative communication and media. There will also be an entertaining fashion show highlighting a variety of vendor product.

10:30am-1pm: Shopping

Attendees will shop from 10:30-1pm in a festive environment with live music, complimentary hors d'oeuvres and door prizes.

Advertising

Bethel Church has three campuses – Richland, Pasco and Prosser, with 3100 attendees total. We will promote the event heavily to all campuses and project that attendees will number 400-500 shoppers for the 3-hour event. In subsequent years we plan to grow the event and promote to the entire Tri-Cities community.

Vendor and Attendance Fees

There will be no charge to the vendor or for attendance this first year. There will likely be a fee in following years.

A Vendor Application is included in this package and is due by October 11th, 2019. We will have both 10'x10' or comparable square footage spaces; vendor space and location assignment will be determined by the ETM Event Team and is based on vendor needs and the date the application was received – early applications get priority.

Ethical Trade Marketplace, Policies and Procedures

1. **Guidelines:** Ethical Trade Marketplace (ETM) accepts fair trade, sustainable, and “for cause” hand-created products. This is a juried event and vendors are required to provide photographs which will be reviewed by the ETM Event Team to determine that products meet the standards and the intent of the event. You will get a response back regarding your application within one week after we receive it.

2. **Cancellation:** There are no vendor fees this first year (2019). There will likely be fees in following years starting in 2020. Even though there are no fees to refund event planning is impacted by cancellations. Please let us know by October 18th if you need to cancel.

3. **Space/Location:** 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. 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 be receiving your event packet at this time. All vendor booths and product must be set up and ready to sell by 10am. Breakdown is after the conclusion of the event at 1pm.

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 in your event packet handed out during set up on the morning of the event.

6. **Food/Samples:** All vendors selling food items must have a Health Food Permit and a Food Handler Card. These must be available at your booth at all times. In addition, all food items must be prepackaged. If you are offering samples, you must have a Food Handler Card. Per Health Department policies, vendors are not allowed to bake items at home for resale.

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. 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, 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.

Q & A for Ethical Trade Marketplace

When is my application due?

Your vendor application is due no later than Friday, October 11, 2019. 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?

The ETM Event Team will thoughtfully evaluate each application to determine whether a vendor fits within the parameters of the ethical trade event; including fair trade, sustainable, or for cause. Products also need to be hand-crafted. It's also our goal to promote a variety of items and not duplicate product.

Why is there no application or vendor fee?

We are accustomed to running a holiday shopping event. Bethel produced the annual Christmas Crafter's Market for 5 years, with over 1,000 in attendance each year for the one-day event. However, this is our first year producing an ethically trade-based holiday shopping event. This first year the Marketplace will be a three-hour shopping event, promoting it to our three church campuses. In the years that follow we will run it as a full day shopping event that we promote to the Tri-Cities community. Vendors who participate with us this year will have priority in participation and location placement next year.

Will there be an admittance fee for attendees?

The event will be free to attend this year.

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?

Booth set up time is Saturday morning between 7:30 and 10am. Your booth must be set up in its entirety no later than 10am. 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/display pieces it is recommended that you bring some muscle with you.

When do I clean up?

The event ends at 1:00pm. We ask that you have everything cleaned up by 2:00pm. 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 hors d'oeuvres, coffee and water will be available to attendees and vendors.

Will there be central checkout?

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