

St. Matthew's Episcopal Church
Annual St. Matt's Market Day

Saturday, September 21, 2024

VENDOR APPLICATION

Name: _____

Address: _____

CITY, STATE: _____ ZIP: _____

TELEPHONE: _____ CELL PHONE: _____

EMAIL ADDRESS: _____

List and describe your items thoroughly and accurately. Include a photograph or color print representing items to be sold or email your photos to marketday@stmatts-uc.org:

Items to be sold must be approved by St Matthews Market Day Staff.

HOLD HARMLESS AGREEMENT:

_____(Vendor's Printed Name),
in consideration of being allowed to use the property and facilities of St. Matthew's Episcopal Church, Universal City, Texas, agrees to hold the church, its agents, members, and employees harmless from any damages or injuries resulting at any time from the usage of the church property and facilities.

By signature below, vendors and associates agree to abide by the St. Matthew's Market Day General Guidelines.

Signature of Vendor

Date

Set-up inside on Friday from 5:00 PM to 8:00 PM. Set-up on Saturday begins at 7:00 AM. Event hours will be from 9:00 AM until 3:00 PM.

Page 2. (Please include both pages when mailing application.)

Certain types of spaces and availability of electrical outlets are limited. Space will be reserved on a first-come, first-served basis. Reservations must be paid in full, in advance. **If you are a returning vendor who would like to have the same location, we will try to accommodate your request. Please submit your application as soon as possible.**

BOOTH FEES:

BOOTH NUMBERS	Description	REQUESTED SPACE	COST	TOTAL
A1 - A23	8' x 6' Inside Creasy Hall (Air-conditioned)		\$60.00	
A24 - A31	8' x 6' Inside Christian Ed Building (Air-conditioned)		\$60.00	
C1 – C10	10' x 10' Covered Concrete		\$55.00	
R1 - R2	5' x 18' Covered Concrete in Front of Ramp		\$50.00	
F1 – F36	12' x 12' in Front of the Buildings in Grass (uncovered)		\$45.00	
G1 – G16	12' x 12' Grass Behind Hall (uncovered)		\$45.00	
	Table (8') & 2 Chairs		\$20.00	
	Electric Outlet for Power		\$15.00	
DEPOSIT: All vendors are required to include a \$20 good faith deposit in a SEPARATE CHECK to show they will stay until close of day.			\$20.00	\$20.00
The check will be returned uncashed at 3:00 PM.				
If vendor leaves prior to 3:00 PM, check will not be returned.				
TOTAL ENCLOSED				

*****NO REFUNDS AFTER August 31, 2024*****

Make checks payable to: **St. Matthew's Episcopal Church**

PLEASE WRITE 2 SEPARATE CHECKS; one check for booth space rental, electric outlet, and table rental(if requested), and a separate check for good-faith deposit.

Mail checks and application to:

**St. Matthew's Episcopal Church
Attention: Market Day
810 Kitty Hawk
Universal City, TX 78148**

If you have questions that are not addressed in the General Guidelines, please call Liz Sampson at (210) 386-5999, or email Marketday@stmatts-uc.org

WE RECOMMEND VENDORS MAKE A COPY OF THIS FORM BEFORE MAILING.