



Newark Catholic Athletic Association

Merry Marketplace

2014 Vendor Information and Guidelines

Date: Saturday, November 22, 2014

Time: 9am to 3pm

Location: Newark Catholic High School Auxiliary Gym ~ 1 Green Wave Dr. Newark, OH 43055

Space Size: 9' x 6' MUST SUPPLY OWN TABLE AND CHAIR

Fee: \$35, must be paid to reserve spot; If you need electricity, extra \$10 (limited availability)

All vendors are required to donate one (1) item of at least \$25 value for our raffle.

Terms of Application

1. Read through the entire terms/waiver of liability completely
2. This vendor show is sponsored by the Newark Catholic Athletic Association (NCAA) and is a non-profit activity that benefits the student athletes of Newark Catholic High School. All vendors must donate one (1) item of at least \$25 value to be included in our door prize raffle. The item must be representative of one of your items for sale at the show. This is a requirement for participation.
3. Please send a picture of your craft or wares or list your website. Direct Sales Vendors, please list items sold and your website.
4. Remember this is a first paid, first served assignment
5. There are no refunds
6. Space sharing or subletting is prohibited. One business/vendor per booth
7. Complete the application and mail application and payment to:
Christy Addington
353 Highbanks Valley Dr
Newark, OH 43055
8. Return check fee of \$50.00 regardless of reason

Acceptance of Application

1. You will be notified immediately if further information is needed.
2. All fees will be returned if your application is denied. Applications will be denied if more than one of the same direct selling company is applied for – the first paid, is the first accepted.
3. If fees are paid and you do not show up for any reason, fees are forfeited (not refunded).
4. Newark Catholic Athletic Association members reserve the right to determine if merchandise is appropriate to sell. The following are NOT ALLOWED:

Fireworks, guns, gunpowder, snap pops. Vulgar or sexual message merchandise is prohibited. Decisions are made by the NCAA and all decisions are final.

Set-up Instructions/Guidelines

1. You can set up either Friday evening (11/21) from 6pm-8pm (must be out by 8pm) or Saturday morning starting at 7am (no earlier). If you leave your items over night, please place a cloth over your display. Newark Catholic, NCAA, the Diocese of Columbus, and its agents are not responsible for you property.
2. We ask that you stay with your table area and gym the entire time. Do not leave the school.
3. You must bring your own table and chair(s). The space width will be 9' and depth will be 6'. Please plan your set up accordingly. If you require electricity, please indicate on your application. There are very limited number of electric outlets.
4. You may purchase more than one booth space.

Helpful Hints

1. Direct Sales Reps – Cash and carry will sell! People want to buy and take with them, over placing an order.
2. Please look for updates on Facebook at:
<https://www.facebook.com/newarkcatholicathleticassociation>
3. Advertise, advertise, advertise! This only helps you! ☺
4. If you'd like a copy (or two) of our flier, please ask! We can email it to you and you can post on your social media.
5. Bring extra cash – support your local vendors and the NCAA. We will have our concession stand open for breakfast and lunch items!
6. This is our first year...please be patient with us! We hope to grow and expand into new avenues next year!



Newark Catholic Athletic Association

Merry Marketplace

Vendor Application

Merchant Name: _____

Business Name: _____

Website: if no website, include picture of your wares

Street Address: _____

City: _____ State: _____ Zip: _____

Email Address: _____

Telephone: (cell) _____ home) _____

Do you accept text messages: Yes _____ No _____

Description of your wares (what are you selling): _____

Cost:	\$35 – Booth space until October 31 st	# of spaces _____	\$ _____
	\$50 – Booth space After November 1 st	# of spaces _____	\$ _____
	\$10 – Electricity – limited availability		\$ _____
		TOTAL	\$ _____

Make Checks Payable to: NCAA – with “Merry Marketplace” in the memo line.

Mail completed application and payment to:

Christy Addington ~ 353 Highbanks Valley Dr. Newark, Oh 43055

I certify that I have read and understand the Vendor Information and Guidelines. I understand that my booth space is only reserved once payment is received. I understand that only one (1) vendor per direct sales company can be represented. I understand that I agree to hold Newark Catholic High School, Newark Catholic Athletic Association, the Diocese of Columbus, its subsidiaries, and affiliates, harmless from any injury, loss, claim, fine, action, or judgment, including attorney's fees arising or in any way created from any negligence of the vendor.

(Print Vendor Name)

(Signature of Vendor)

(Date)