



The City of Refuge Ministries Marketplace will highlight and market business owners and individuals from the City of Refuge and the local community.

**Vendor requirement and/or information:**

- Location of City of Refuge Ministries Marketplace: 14434 S. San Pedro Gardena ,CA 90248
- Non-food vendors will be provided with a 10x10-exhibit booth, including a non-draped 6' table and two chairs.
- All exhibit booth locations are determined in the discretion
- All vendor set-ups must be completed no later than 6:30 a.m.
- All vendor breakdowns must be completed no later than 5:00 p.m.
- The City of Refuge Marketplace will not be responsible for any Vendors lost or stolen properties.

**Food Vendors**

- Food Vendors are responsible for obtaining their own seller's permit. A copy of the seller's permit must be included with the vendor application.
- Food Vendors will be provided with a 10' x 10' booth with no back wall and will include a floor, pursuant to compliance with local state and federal law

**Booth Rates:**

*Rates cannot be prorated*

Booth Size	Rates
10' x 10'	\$200.00 + \$20 Clean-up fee * <b>Total Cost = \$220</b> Non-food vendors
	\$250.00 + \$20 Clean-up fee * <b>Total Cost = \$270</b> Food vendors

*\*The \$20 clean-up fee will be refunded to all vendors who clean up their tent area appropriately after the event.*

**Vendor Application Deadline:**

All Vendor applications must be received by 4:00\_pm (PST) on **Monday November 10,2008**. Unfortunately, there are no exceptions to this policy. Additionally, please note the following:



# VENDOR MARKETPLACE AGREEMENT

Organization Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Type of Merchandise: \_\_\_\_\_

Email: \_\_\_\_\_

Would you like to be included in other Vendor Opportunities outside of the City of Refuge?

Yes  
 No

Vendor Marketplace	Event City of Refuge		
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**Please make your selection:**

Booth	Booth Rate	Number of Booths	Total Amt
10' x 10' (non food vendor)	<b>\$220.00</b>		
10' x 10' (Food vendor)	<b>\$270.00</b>		
		Total Due:	\$

**Payment Information:**

<input type="checkbox"/> Check	<input type="checkbox"/> Money Order/Cashier Check	<input type="checkbox"/> Credit Card
<i>Payable to: City of Refuge (please enclose)</i>		<i>Please complete information below.</i>

Type of Card:	<input type="checkbox"/> AMEX	<input type="checkbox"/> VISA	<input type="checkbox"/> MC
Name on Card:	_____		
Card No:	_____	Expiration Date:	_____
Signature:	_____	Date:	_____

- The City of Refuge Ministries reserves the right to refuse patronage of any individual and/or business that is in conflict with the accepted standards of decency or The City of Refuge Ministries Mission otherwise in its discretion.
- The City of Refuge Ministries is not responsible any vendors loss or stolen properties.
- Vendors shall remain responsible for adequate for insurance and their taxes and fees and cost.

\_\_\_\_\_  
 Vendor (Print Name)



### **Sponsorship Opportunity: \$1,500**

- Premium space at the Marketplace for one month
- 3- weeks of advertising at the City of Refuge – In the City News will advertise over 9,000 people
- 3 weeks of advertising at the City of Refuge Wednesday Worship.
- Will have direct contact with City of Refuge Members (in the Lobby) to Market your business.
- City of Refuge Marketplace will add your business and booth number to our flyers and door hangers.

### **Vendor Application Deadline:**

- All Vendor applications must be received by Monday November 10, 2008. Unfortunately, there are no exceptions to this policy. Additionally, please note the following:
- All Submission must be accompanied with a form of payment before the request will be processed.
- Food vendors must include a copy of their seller's permit

### **Mailing Instructions**

If sending U.S.P.S. mail or overnight delivery, please mail to City of Refuge Ministries, 14527 S. San Pedro, Gardena, CA 90248 attention Loretta Jones

### **For all questions:**

Loretta Jones

Contact Number: 310.516.1433 x131

Email: [marketplace@noeljones.org](mailto:marketplace@noeljones.org)

### **Payment Methods**

We will accept Money Order and Cashier Checks only. All payments should be made City of Refuge EDC.