



EVENT and LOCATION

Event will be held at Hillside Church in the Celebration Hall and Parking Lot on October 3, 2026, from 10AM-2:00PM.

REGISTRATION PROCESS

Registration must be confirmed online www.hillsidegmc.org/women and paid prior to the event.

REGISTRATION FEE

The registration fee is non – refundable and non - transferrable and must be secured in advance to procure space.

1. Indoor Booth (Celebration Hall) registration fee is \$60,
2. Indoor Lobby area (6ft table only) is \$50, and
3. Outdoor Tent space (equivalent to two parking spaces) is \$45.

NO REFUNDS

Registration fees are non-refundable.

SPACE

Each space size will vary slightly. We do not provide anything other than floor space. You are to bring all tables, chairs, and display items that you would need.

1. Indoor space in the Celebration Hall will be approximately 8x8 with walking space between each vendor.
2. Outdoor spaces will be two parking spots.
3. Indoor lobby space, space is big enough for a 6ft table only with some room in front and back of table.

Registration fee is for one space only. You must provide your own table & chairs. Tents are not allowed indoors but *strongly* encouraged outside. A space number/map will be emailed to each registered vendor prior to the event, space will also be marked the day of (weather permitting outside). Vendors are encouraged to bring samples of product or host giveaways. *Space does not come with electricity*. Outdoor vendors are allowed to bring generators, generators are *not* allowed indoor. Rain or shine event.

SET – UP/ BREAK DOWN

INDOOR vendors will be able to begin setting up their area at 7:30AM.

Outdoor vendors will be able to start at 8:00AM (specific details will be sent in final vendor email)

Vendors will be able to set up their areas beginning at 7:30, depending on where the booth is. All vendor tables should be fully set by 9:45AM, doors will open at 10am. Vendors must be at their assigned space and open throughout the event. All vendors must have their personal cars parked in the designated area by 9AM. Vendors can

begin breakdown of their tables at 2:00pm. Please no early breakdowns. The space should be cleared by 3:30pm. Each vendor is responsible for their trash items.

PROMOTING THE EVENT

Every vendor should attempt to help promote this event through all available communications. Promote the event verbally and through social media to your co-workers, friends, fellow church members, neighbors, family, and social media followers. Hillside Church will also help promote in various outlets.