



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 * Total Cost = \$220 Non-food vendors
	\$250.00 + \$20 Clean-up fee * Total Cost = \$270 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		
--------------------	----------------------	--	--

Please make your selection:

Booth	Booth Rate	Number of Booths	Total Amt
10' x 10' (non food vendor)	\$220.00		
10' x 10' (Food vendor)	\$270.00		
		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

Payment Methods

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