

# AGAPE Vendor Details & Terms

## PURPOSE

(1) Raise funds to support local and global outreach mission projects and organizations; (2) create a unique holiday shopping experience for the church and community; and (3) provide a venue for individual vendors and groups to sell their wares. We want to offer a variety of products that are fresh, appealing and appropriate for the Christian market.

## ELIGIBILITY

Members of Trinity will have the first opportunity for submitting a vendor application. After July 1, outside vendors may submit application for consideration. ALL vendor applications will be reviewed by the AGAPE Gift Market team for approval. Our goal is for the market to include a variety of quality products available for sale. We want to minimize duplication of products to assure the success of each vendor participating in the market. Due to the limited vendor space, previous vendor donation values will also be used to determine 2024 market participation.

## AUDIENCE

Our target audience includes Trinity Lutheran Church members and the surrounding community.

## DISPLAY

The market will take place in Trinity's Great Hall (gym).

## DONATION

At the conclusion of the market, vendors will submit a summary of their sales along with a payment of 20% of their total sales. There is no individual table fee.

## GUIDELINES

1. ALL vendors of the AGAPE Gift Market must submit images of the items you will be selling. Please provide in a digital format (may be used for publicity).
2. By Sept 15, 2024, complete and return both sides of this vendor application or apply online.
3. Each vendor will be provided with an 8- or 6-foot table to utilize for displaying merchandise. Vendors must supply their own table covering. If electricity is needed, please indicate on form.
4. Each vendor must be present during the hours of AGAPE Gift Market and is responsible for handling their sales transactions.
5. Each vendor must supply a current valid State Sales Permit prior to the Agape Gift Market.
6. We will promote this market extensively through our church publications, website and social media, in the community, print media, community

calendars, ads in local publications, news releases to print and broadcast media.

7. Vendors will be able to set up their table on Friday, November 15th (Noon-5pm) OR Saturday, November 16th (8-9am). All vendors must be ready by 9am on Saturday morning.
8. All vendors will be asked to help promote this event. We will email flyers that you can use for distribution and encourage you to promote via social media.

## TERMS OF FACILITY USE

As a vendor at **Trinity's AGAPE Gift Market on November 16 & 17**, the undersigned, on behalf of the named group (the "Organization") agrees to abide by the policies and regulations of **Trinity Lutheran Church of Long Lake** with respect to the use of its facilities, agrees that these policies and regulations shall be strictly observed by the Organization and accepts entire responsibility for their enforcement. Regardless of whether or not the undersigned or the Organization is covered by liability insurance, the undersigned and the Organization agree to indemnify, protect, defend and hold harmless Trinity Lutheran Church of Long Lake, its members, employees, officers, council members, agents and representatives, and their respective successors and assigns, from any and all claims, demands, losses or damages of any kind (including but not limited to any damage to the Church, any personal property of the Church or any property of others located at the Church, and any personal injury or liability of any kind, including reasonable attorneys' fees incurred by any indemnity) which may result from the use of the Church property by the undersigned, the Organization, its members, or any invited or uninvited guests attending the event described above. The undersigned certifies that the undersigned is authorized by the Organization to execute and deliver this Acknowledgement on behalf of the Organization, and to bind the Organization to its terms.

The pastors and members of the **AGAPE Gift Market** committee reserve the right to inspect the exhibitor items sold while on our premises during this contract period. If on any inspection exhibitor's items are not appropriate for distribution at Trinity's facility, such items will not be sold.

## IMPORTANT DATES

- July 1** - Vendor applications available for vendors outside of Trinity membership
- September 15** - Vendor application deadline
- September 20** - Vendors notified via email
- November 15 & 16** - Vendor set up, Friday Noon-5pm OR Saturday 8-9am (Must be ready by 9am on Saturday)
- November 16 & 17** - AGAPE Gift Market expected hours Saturday 9am-4pm, Sunday 9:30am-1pm



November 16-17, 2024 | Trinity Lutheran Church | 2060 County Road 6 | Long Lake, MN 55356 | [AgapeGiftMarket.org](http://AgapeGiftMarket.org)

**QUESTIONS?** Email Linda Koltes ([LindaK@TrinityLongLake.org](mailto:LindaK@TrinityLongLake.org))