**HISTORIC FINCASTLE INC.**

**HOLIDAY HOME TOUR & MARKETPLACE DECEMBER 13, 2014**

**INFORMATION AND APPLICATION FOR VENDORS**

**Marketplace Vendor Fee**: $40 for 10’ x 8’ space. An 8’ table and 1-2 chairs will be furnished by HFI. **IF YOU DO** **NOT REQUIRE A TABLE NOTE BELOW** a fee will be charged if you want the table removed when you set up.

**MARKETPLACE SCHEDULE**:

**LOCATION**: Fincastle Baptist Church on Route 220, 7330 Roanoke Rd. near the town of Fincastle, Va. 24090.

**MARKETPLACE SET-UP**: 8:00 am to 9:30 am (all vendors’ set-ups must be completed during this time). Set- up on Friday December12, 2014 will be available between the hours of 1:00 to 4:00 pm.

**MARKETPLACE HOURS**: Saturday, December 13, 2014 9:30 am to 3:00 pm.

**REQUIREMENTS:** Vendors are responsible for collecting and paying any state & local taxes that may apply.

**MARKETPLACE POLICY**: All spaces are assigned on a first come first serve basis. Vendors shall not leave booth unattended. Vendors shall keep the space in good order and shall be liable for any damage caused by him/her.

**SECURITY**: Each vendor accepts the risks and liability associated with displaying his/her merchandise. Please take necessary precautions.

**THE MARKETPLACE APPLICATON**

**NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ADDRESS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**BUSINESS NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**TELEPHONE (DAY)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_EVENING\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**E-MAIL\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_WEBSITE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**# SPACES REQUESTED\_\_\_\_ (10’x 8’) TOTAL AMOUNT DUE = SPACES\_\_\_X $40.00 per space\_\_\_\_\_**

**I do not need a table:**

**ITEMS TO BE SOLD\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ELECTRICTY NEEDED: Yes\_\_\_ No\_\_\_ There will be a $10 charge for use of electricity. This money is given**

 **to the Fincastle Baptist Church.**

**SPECIAL REQUESTS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Friday afternoon set up: Yes\_\_\_ No \_\_\_**

For further information, contact **Melodye Hollingsworth at 540-265-0035 (****melodye60@gmail.com**.) Please return completed application form and fee no later than **November 1, 2014**. A check for the applicable fee should be made payable to **HFI** and returned to **HFI Holiday Home Tour & Marketplace, c\o Melodye Hollingsworth, 462 Elden Ave., Roanoke, Va. 24019**.