

St. Joseph Catholic Church

Annual Hispanic Heritage Weekend 9/15-9/16/18

Small Business Shops

Vendor FAQ and Application

St. Joseph Catholic Church will be holding a Hispanic Heritage weekend on 9/15-9/16/18

On Sunday 9/16 we will be able to host vendors out on our school field from 12-7pm

Last year we had a very successful vendor event during our Family Festival, it gave businesses the opportunity to engage with the residents of Upland and surrounding communities, St. Joseph is a multi-cultural community of faith that supports the parish efforts for fundraising thus giving you tremendous exposure to a vibrant community that could enhance your business.

Our fun filled day will consist of food, music entertainment, our event provides a safe and exclusive environment for you to interact with the community as well as, sell or promote your business. Together, we will work to ensure that you succeed not only as an attendee but as a business as well.

Vendor FAQ and Space Options

Option A-: small business Shop

This Space includes

* 10x10 vendor space
* Electrical will be provided
* Social Media Marketing and imagery will be provided using #StJoesHispanicHeritage18
* Church Website Advertising
* Vendor & Sponsor Booklet

Vendor Must Provide:

* 10x10 canopy (white preferred) tables and chairs and applicable displays
* Payments must be processed on Merchant terminal; St. Joseph will not be responsible for any collection or cash.

This is a cash and carry event

* Small business license from the city of Upland. You can visit the city’s website to obtain a temporary business license for the event if you do not have one already

Cost for the space is as follows: $100.00 for day event

Option B: Small Business Information and Business Table

This Space includes:

* Electrical will be provided
* Social Media marketing and imagery will be provided to post using #StJoesHispanicHeritage18
* Church Website Advertising

Vendor Must Provide:

* 1-6ft table, 1 –chair and applicable displays, as well as market umbrella that does not exceed 4ft. in diameter
* Payments must be processed on Merchant terminal; St. Joseph will not be responsible for any collection or cash this is a cash and carry event.
* Small business license from the city of Upland. You can visit the city’s website to obtain a temporary business license for the event if you do not have one already
* Vendor & Sponsor Booklet

Cost of the Space as follows: $75.00 for day event

Option C: Small Business Information & Business table

This Space includes:

* Social Media Marketing & Imagery will be provided to post using #StJoesHspanicHeritage18
* Church Website Advertising

Vendor must provide:

* 1- 4ft. table and 1- chair and applicable display
* Payments must be processed on Merchant terminal; St. Joseph will not be responsible for any collection or cash.

This is a cash and carry event

* Small business license from the city of Upland. You can visit the city’s website to obtain a temporary business license for the event if you do not have one already
* Vendor & Sponsor Booklet

Cost for the space is as follows: $50.00 for day event

Vendor and small business Application Due Date is: Monday 9/10/2018

Checks must be made payable to St. Joseph Catholic Church and included with your vendor application in order to be considered for this event. You will be notified no later than 9/11/2018. 30 vendors will be selected and chosen based on a first come, first serve basis. All checks will be cashed on 9/11/18 and all vendors’ checks that are not cashed will be shredded. We will not refund any checks after 9/11/18 and all payments will be processed and non-refundable. This event is a rain or shine event and will be held on Sunday 9/16/2018 from 12: 00pm.-7:00pm

Vendor Set up begins at 9am and must be set up no later than 11:30am

Vendor take down may begin 15 minutes prior to closure of the event. St. Joseph will not be liable for any product or possessions stolen or left behind.

If you have any further questions or comments regarding this, please feel free to contact small business shop coordinator:

909-981-8110 x16

[chite@sbdiocese.org](mailto:chite@sbdiocese.org)

We are looking forward to working with you and hope to make this a very spectacular event.

May his light guide your path.

Carolyn Hite

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