

Spill the Tea
VENDOR PACKET



General Rules

GUIDELINES

I. ENTRY TO THE MARKET

- a. Arts, crafts and boutique vendors are welcomed. Vendor spaces are \$75 each.
- b. Booth spaces includes: 1 table, 2 chairs, food, vendor badge, Favour Bag and 1 trash can. One person allowed per booth. For an additional people, it will be \$40 per person. Maximum number of people per booth is 3.
- c. No booth space will be reserved until payment is received. **All forms and money are due by April 1, 2025.**
- d. After your application has been reviewed and payment has been received, you will receive an email notifying you of your acceptance or denial into the event. Applications will be reviewed on a first come, first serve basis. Please note that Event Manager reserves the right to limit the number of vendors per category (example: jewelry, candles, art work, etc.)

II. PROCEDURE OF EVENT

- a. Vendors can setup as early as 8:00 am. Please make sure someone is watching your booth at all times. We are not responsible for lost or stolen items.
- b. Vendors should unload merchandise, move their vehicle and then setup their booth. All setups must be completed and vendors must be ready for business at 11:00 am. All vendors are required to remain until 2:00 pm.
- c. All vendors are responsible for collecting their own sales tax.
- d. Displays are to be designed and maintained in a manner that gives a thoughtful, clean and eye appealing presentation of not only the seller's business but also the Event as a whole.
- e. Vendors will be responsible for maintaining the cleanliness of their selling areas. All tables must be covered with a tablecloth.

III. ACCEPTANCE OF MARKET

- a. A vendor application must be on file before the event.
- b. All vendors must exhibit and sell only arts, clothing, crafts, books, food, etc. entered on the application. Additional items must be approved prior to the event.
- c. It is not permissible to share your booth with another vendor or to sell other person's merchandise out of your booth.
- d. No refunds on booth fees.

IV. REGULATIONS

- a. Sellers are expected to wear proper attire during event hours including shirts and shoes.
- b. Vendors are expected to treat each other, staff, customers, officials and Event Manager with respect. Any complaints should be made to the Event Manager.
- c. Vendors and their representatives shall conduct themselves in a safe and courteous manner. Any language or behavior considered to be harmful to the normal operation of the Event will be grounds for dismissal from the event.
- d. Firearms, alcohol, drugs and cigarettes are strictly forbidden. No shouting or barking to promote products is allowed.

V. PHOTO RELEASE

- a. Vendors at Spill the Tea may appear in pictures taken for publication by the Live Empowerment Movement, Arletha Orr, employees, members or the general public. By signing the application, vendors agree to have themselves or their products photographed and printed in publications or posted on affiliated websites and social media outlets.

VI. INCOMPATIBLE ACTIVITIES

a. The following activities are prohibited within the Event: campaigning for or against any electoral candidate or ballot measure; campaigning for election to any public office; circulating an initiative or referendum petition; unauthorized solicitation; and commercial photography or videotaping. For purposes of this prohibition, “unauthorized solicitation” means solicitation that is unrelated to the Event, is not conducted from an authorized selling space or both. These prohibitions do not preclude any person or organization from conducting these activities during Market hours on other public property adjacent to the Event. Violation of these prohibitions may result in expulsion from the conference for the remainder of that day.

PLEASE NOTE: These guidelines have been developed in the best interest of the vendors and the buying public. They are for your protection and ours to maintain a high quality event that everyone will want to continue to attend and participate in.

Vendor APPLICATION

Name of Business: _____

Contact Person: _____

Phone: _____ Alternate Phone: _____

Email: _____

Facebook: _____ Website: _____

VENDOR SPACE REQUESTED

- 1 Space - \$75
- Additional Attendants (\$40 each) _____

Total Amount Submitted: \$ _____

*We accept Cash, Cash App and Money Orders payable to Arletha Orr. If you need an invoice, please let me know and I will send one.
Cash Tag: \$TheGriefCoach (you will see our logo)*

DEADLINE: APRIL 1, 2025

I request permission to sell at Spill My Tea Event. I agree that all items I bring will be handmade by me or I have gotten permission to sell. I agree to comply with the General Guidelines and Rules and/or state laws or codes.

Signature

Date

Checklist

- Completed Application with Payment
- Hold Harmless Agreement
- Product Worksheet

Hold Harmless AGREEMENT

I, Owner of _____ whose address is _____ “hereinafter as “Seller”, in consideration of being provided selling space at Spill My Tea Event agree to the following terms and conditions:

1. Seller shall indemnify, defend, and hold harmless Kingdom Trailblazers, Arletha Orr, Brown Baptist Church, it’s employees and volunteers from and against any and all loss, damages, liability, claims, suits, costs and expenses, whatsoever, including reasonable attorneys’ fees arising from or in any manner connected to the willful misconduct or to the passively or actively negligent acts, errors, or omissions of Seller, it’s employees, and volunteers, in connection with Seller’s participation in the Live Empowerment Movement Paint, Praise & Prayer Party and in the performance of services, work or activities under this agreement and Kingdom Trailblazers General Rules & Guidelines.
2. Seller acknowledges receipt of and agrees to comply with each and every rule, regulation, procedure, term and condition set forth in the Live Empowerment Movement Paint, Praise & Prayer Party.

This agreement is implemented this day of _____, 2025

Owners Name (print): _____

Owners Signature: _____



Thank You!

Thanks! If you have any questions, don't hesitate to reach out. Please email all forms to hello@arlethaorr.com.

CONTACT US



601.715.4001



www.arlethaorr.com