

St. Patrick Catholic Community

Spring Festival & Market – Vendor Information

Event Date: Saturday, April 18, 2026

Festival Hours: 2:00 PM – 7:00 PM

Vendor Set-Up: Begins no earlier than 12:30 PM

Location: St. Patrick Catholic Community (on campus)

Welcome Vendors!

Thank you for your interest in participating in the St. Patrick Catholic Community Spring Festival & Market. We are excited to welcome local makers, small businesses, and community partners for an afternoon of shopping, food, games, and family fun.

Booth Rental Fee

- **\$50 per vendor for the day**
- Invoices will be sent via email
- Payment is made by credit card through Square
- **All fees must be paid by April 4, 2026** (two weeks prior to the event) to secure your space

Booth spaces are not considered reserved until payment is received.

Booth Set-Up & Equipment

- Vendors are asked to **bring their own tables** and **extension cords if electricity is needed**
- A limited number of tables are available for vendors who do not have their own (first come, first served)
- Chairs will be provided
- Vendors will be placed in multiple areas across campus

If your booth has specific requirements (electricity, extra space, accessibility needs, etc.), please let us know in advance and we will do our best to accommodate. Otherwise, booth locations and available tables will be assigned on a first-come, first-served basis.

Arrival & Breakdown

- Set-up may begin at **12:30 PM**
- Festival begins promptly at **2:00 PM**
- Vendors are expected to remain open for the full duration of the festival
- Festival ends at **7:00 PM**

Please plan to break down only after 7:00 PM unless prior arrangements are made.

Clean-Up Expectations

- Vendors are responsible for keeping their booth area clean
 - All trash must be picked up from your booth space and disposed of properly before leaving
 - Please leave your area in the same condition as you found it
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What's Included

- Booth space
 - Chair(s)
 - Access to festival foot traffic
 - Advertising on festival social media (if provided by deadline)
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Vendor Guidelines

- Vendors must provide their own display materials (tents, weights, signage, table coverings, etc.)
 - Tents (if used outdoors) must be properly weighted for safety
 - No loud music or amplified sound from individual booths
 - All items sold must be family-friendly and appropriate for a church environment
 - Vendors are responsible for collecting and reporting their own sales tax, if applicable
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Food Vendors

Food vendors must comply with all local health regulations and provide any required permits or certifications prior to the event.

Cancellation Policy

- Vendor fees are non-refundable after April 4, 2026
 - In the event of severe weather or unforeseen circumstances, the festival may be modified or canceled; vendors will be notified as soon as possible
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Liability

St. Patrick Catholic Community is not responsible for lost, stolen, or damaged items. Vendors participate at their own risk and are encouraged to carry their own liability insurance.

Questions or Special Requests

Please contact us in advance with any special needs or questions so we can best support your participation.

We appreciate your support and look forward to a wonderful Spring Festival!

St. Patrick Catholic Community Spring Festival Committee