

Vendor Information



Thank you for your interest in becoming a vendor at the Mountain Phoenix Community School Winter Market! Please read the information below and submit your application with payment as soon as possible to reserve your space.

- Location:** Mountain Phoenix Community School
4725 Miller Street | Wheat Ridge, CO 80033
- Date & Time:** Saturday, November 18, 2023 | 11:00 am - 3:00 pm
- Booth Space Available:**
- (25) Booths inside the Gymnasium: ideal for handmade crafts & gifts
 - (10) Booths outside: ideal for larger items or booth displays (you may provide your own pop-up canopy for outside booths)
 - Two vendors may share one booth space. One vendor must be the main contact and indicate the 2nd vendor they will be sharing with on their application.
- Booth Fee:**
- MPCS Community Member Vendor Inside Booth: \$60.00
 - General Public Vendor Inside Booth: \$75.00
 - MPCS Community Member Vendor Outside Booth: \$50.00
 - General Public Vendor Outside Booth: \$65.00
 - 6 ft. Table: \$14.00
- Booth Inclusions:**
- Listing of Business Name & URL on Winter Market website
 - (2) Folding Chairs
 - (1) Standard Electric Outlet can be provided if indicated on application (inside booths only)
 - (1) 6 ft. table can be provided for an additional fee of \$14.00
- Vendor Parking:** Parking is available in the back MPCS parking lot in front of the middle school. Please do not park in the front parking lot to keep spaces available for shoppers!
- Vendor Setup:** 9:30 am - 11:00 am
- Vendor Breakdown:** 3:00 pm - 4:00 pm (As a courtesy to our shoppers and your vendor neighbors, please do not pack up your space until 3pm!)
- Vendor Application:** Please follow the steps on the next page to complete your application.

If you have any additional questions, please send them to: wintermarket@mountainphoenix.org.

1. **Click the following SignUp Genius link to submit your vendor application.** You do NOT need a SignUpGenius account to submit your application.
<https://www.signupgenius.com/go/10C044DA9A82FA0FB6-45020732-winter>
2. **Select your booth preference:** Inside Booth MPCS Community Member, Inside Booth General Public, Outside Booth MPCS Community Member, Outside Booth General Public. If you would like to order a 6ft Table for your booth, please make sure to also check the “6 ft. Table Rental” box on this page. If your booth selection choice is full, please select the Waitlist option.

Available Slot	Date (mm/dd/yyyy MDT)
Inside Booth - MPCS Community Member If the booths are full but General Market is available, please contact wintermarket@mountainphoenix.org .	11/19/2022 (Sat, 11:00am - 3:00pm) (20) (\$60.00 each) <input type="button" value="Sign Up"/>
Inside Booth - General Public	11/19/2022 (Sat, 11:00am - 3:00pm) (5) (\$75.00 each) <input type="button" value="Sign Up"/>
Outside Booth - MPCS Community Member If the booths are full but General Market is available, please contact wintermarket@mountainphoenix.org .	11/19/2022 (Sat, 11:00am - 3:00pm) (7) (\$50.00 each) <input type="button" value="Sign Up"/>
Outside Booth - General Market	11/19/2022 (Sat, 11:00am - 3:00pm) (3) (\$65.00 each) <input type="button" value="Sign Up"/>
6' Table Rental	11/19/2022 (Sat, 11:00am - 3:00pm) (20) (\$14.00 each) <input type="button" value="Sign Up"/>
Waitlist	11/19/2022 (Sat, 11:00am - 3:00pm) (20) <input type="button" value="Sign Up"/>

* If you are a MPCS Community Member and the Booth placement you would like is full, but there are still General Public slots available, please send an email to wintermarket@mountainphoenix.org for assistance.

3. **Click “Submit & Sign Up”**
4. **Answer the required application questions.**
5. **Click “Sign Up & Pay Now”**
6. **Use a credit/debit card to complete your payment.**