



Thank you for being a part of our annual Christ the King School Sip & Shop! This fundraiser benefits Christ the King School. Please look over the details below. Attached you will find the Vendor Agreement Contract. Vendor Agreements need to be filled out completely, signed, and returned with payment to Christ the King School to guarantee booth space. This is such an awesome event- we are thrilled to share in the fun with you!

2023 Christ the King Sip & Shop
Thursday, November 16 from 6:00-9:00 PM
Friday, November 17 from 1:30PM- 6:00 PM
Location- Christ the King School Gym
412 Cochran Road Lexington, KY 40502

Setup- *Thursday, November 16- 1:00-5:30 PM* is the setup window. Please be setup by 5:30 PM as shoppers will begin to arrive promptly at 6! Beginning at 2pm we will have student volunteers available to help transport your merchandise.

Friday, November 17- 12:00pm doors will be open to vendors and vendors should be in place by 1:00pm. Friday shopping hours are from 1:30pm-8:00pm and we ask that you not begin to breakdown your booth prior to 8 PM as to not disrupt last minute shoppers!

Load-In Logistics- Vendors may load in the back entrance of the CKS Gym (closest to parking lot). If needed, a ramp is located on the Hehman Hall side (left side of building if you are facing the gym doors). There will be workers on-hand to help on Friday and Saturday with your merchandise and/or supplies!

YOUR booth- The booths are always so beautiful and festive! We do not provide individual signage for booths, so if you would like to display your business name for shoppers, please bring your own signage and a means to attach it to the front of your table or the wall if you so choose to select a wall booth.

- We provide classic black tablecloths. If you prefer to use your own, please indicate that on the attached contract.
- If you would like electricity for your booth, you will need to choose a wall booth. *This is a change from the past and is for safety reasons.*

Booth Information

Standard Booth- \$200

- Includes ONE 6 foot table, tablecloth, and 2 chairs

Double Standard Booth- \$300

- Includes TWO 6 foot tables, tablecloths and 2 chairs

Standard Wall Booth- \$250

- Backs up to gym wall for additional display space
- Includes ONE 6 foot table, tablecloth and 2 chairs

Double Wall Booth- \$350

- Backs up to gym wall for additional display space
- Includes TWO 6 foot tables, tablecloths and 2 chairs

Small Booth- \$125

- Merchandise should fit on the table. This booth is appropriate for selling fitness packages, gift cards, or very small merchandise such as bows or belts!
- Includes ONE card table, tablecloth and 1 or 2 chair as needed

*Double booths MAY NOT be split between vendors.

*Wifi is provided for vendors.

*If your booth requires electricity, please remember you must select a Wall Booth.

*The gym and shopping areas are secured and monitored Friday evening-Saturday morning

*Please No free standing signs in booths with the exception of Wall Booths

PLEASE NOTE: Booth rentals cannot be refunded once received

**2023 Christ the King Sip & Shop
Vendor Agreement Contract**

Please return contract form and payment to:

Christ the King School
Attn: Lindsey Ball
412 Cochran Road
Lexington, KY 40502

Make checks payable to Christ the King School

Business Name:

Phone:

Email:

Brief Description of business/goods:

_____ **Standard Booth Rental \$200**

_____ **Double Standard Booth Rental \$300**

_____ **Standard Wall Booth Rental \$250**

_____ **Double Wall Booth Rental \$350**

_____ **Small Booth Rental \$125**

_____ *Our business will be bringing our own tablecloth(s)*

_____ *Our business will need to use electrical outlets-must select Wall Booth*

*** I understand that both rental is non-refundable**

Signature _____