



The Market at Wildwood

VENDOR GUIDELINES

October 18, 2025

Welcome

Welcome to *The Market at Wildwood*!

Wildwood United Methodist Church is a compassionate church connecting people to Jesus Christ and one another. Our congregation wants to engage with our community in meaningful ways, so we plan events throughout the year to bring people together. *The Market at Wildwood* is our way of inviting the people of our community to our beautiful church and, at the same time, show our support to local artisans, craftsmen and small businesses in the area.

We look forward to a great time together.

Marketing and Advertising

Wildwood wants people to come to *The Market at Wildwood* just as much as you do!

The Market at Wildwood is promoted as an event on our church website (www.wildwood-umc.org). Ads are also placed on the church's main Facebook page (<https://facebook.com/wildwood-umc>) as well as others for Wildwood's various groups.

Other ads are placed in local neighborhood online classifieds (i.e. The Woodlands Online.com). Wildwood will also have an ad in its weekly e-newsletter.

Print marketing includes ads in local newspapers and magazines, handbills and posters distributed to local businesses, and postcards sent home with the students at Wildwood Christian Academy.

Location Details

Wildwood United Methodist Church is located at 8911 FM-1488 in Magnolia, Texas. We are just 8 miles west of I-45 and 10 miles east of downtown Magnolia. The nearest major intersection is FM-1488 and FM-2978. More information regarding our facility, including directions and a virtual tour, is available on our website www.wildwood-umc.org.

Date and Timing

The Market is scheduled for October 18, 2025 from 9:00am to 3:00pm. Vendors are required to be set up no later than 8:30a and tear down no earlier than 3:00p. We will have help available to unload/load items.

Set-up times: Friday, October 17 for inside vendors only from 4:00-7:00p.

Saturday, October 18 for all vendors from 6:00-8:30a.

Application and Fees

To reserve a booth at *The Market at Wildwood*, vendors must complete a *Vendor Application* and pay the nonrefundable fee. You may email the application in PDF or JPG format to TheMarket@wildwood-umc.org. It can also be mailed to Wildwood United Methodist Church, Attn: The Market at Wildwood, 6606 FM 1488, Suite 148-505, Magnolia, TX 77354.

Booth fees may be paid **via credit card** by completing an application on-line then processing payment.

Checks can be mailed to the above address with a completed application.

For the 2025 Market, the booth fees are as follows:

- PRIME booth - \$125
- Booth for vendors with products (10'x10') - \$100
- Booth for vendors advertising only (5'x5') - \$50
- Booth Outside (10'x10')(no electricity) - \$75 ea.
- Electricity (additional charge) - \$15

Booth Early Bird Registrations:
Receive 20% until August 15th with discount code: EARLYBIRD20
(Must be postmarked by the 15th of August)

Booth Information

- Booth rentals are non-refundable. If we are unable to accommodate you due to vendor response, a full refund will be issued.
- You are welcome to reserve multiple booths.
- PRIME location indicates space in the sanctuary (limited to 12 booths).
- All **inside** booths have access to WiFi.
- Vendors must provide their own tables/chairs/setup/extension cord(s). There will be helpers to assist with loading/unloading items.
- Booth assignments will be made after all applications are received to ensure vendors selling similar items are not placed next to each other.
- Booths requiring electricity can request for an additional fee and will be assigned locations near outlets. Depending on your needs, you may wish to bring an extension cord(s).

Booth Management

Booths are to be open for the duration of *The Market*. Vendors are always required to have a representative in their booth. You may bring an assistant with you; **please do not bring any children** (under the age of 12). Pets are not allowed on church grounds.

Vendors are to ensure that their merchandise and displays use appropriate language for a church. Wildwood reserves the right to ask vendors to remove products or merchandise deemed inappropriate for display.

Vendors are not permitted to put merchandise and/or displays in the way of a neighboring vendor or in a way that causes a safety issue.

Vendors

Please provide a website, Etsy shop, or photos of items to be sold with your application. Items not listed may not be sold that day. Items not deemed appropriate may not be sold and must be removed from display.

To make parking as convenient as possible for shoppers, vendors are required to park in the Bear Branch Elementary School parking lot next door to the church. The Vendor Hospitality Team will have a golf cart ready to follow you to that parking lot and quickly bring you back to the church. Transportation to and from your vehicle will be available.

Vendor Hospitality

Wildwood volunteers for *The Market* will include a Vendor Hospitality Team that will assist vendors in unloading/loading their vehicles and help getting to/from their booths with their merchandise. This team will also provide refreshments, breaks for vendors and a Vendor Lounge. The goal of this team is to make you feel as comfortable as possible at Wildwood.

Communication

The committee that organizes *The Market at Wildwood* believes that communication is the key to a good Market. We want to hear your questions, comments, concerns and/or suggestions so we can make *The Market* a success for all concerned.

The committee will communicate with you primarily through email. Please be sure that our official email address (TheMarket@Wildwood-umc.org) is saved in your email contacts list so that emails from this address do not end up in your junk folder!