

# Candy Cane Marketplace

## 2025 Vendor Information

Park Place Christian Academy is excited to start planning our 13th Annual Candy Cane Marketplace Christmas Crafts Fair! Candy Cane will be held this year on Saturday, November 8, 2025, at the Clyde Muse Center.

We want this to continue to be a successful event for ALL our wonderful vendors.

Candy Cane Marketplace is happy to again be at The Clyde Muse Center on the Hinds Community College Rankin Campus.

### Event Operation Hours and Information

- Booth rental fees are on the application below. All booths will have electricity hook-ups available (extension cord not provided)
- Event is Saturday, November 8, 2025 from 9:00 am – 4:00 pm
- Set Up Times:
  - Friday, November 7, 2025 (times to be determined)
  - Saturday, November 8, 2025 (day of the event—setup time to be determined)
- Door prizes every 30 minutes. Please mark on your vendor application if you are willing to donate a door prize to increase interest in your booth.
- No outside concession food is allowed to be sold.
- The deadline for applications is Friday, October 10, 2025. A \$50 fee will be assessed for applications postmarked after this date. No applications will be accepted after Friday, October 25, 2024.
- Booth spots will not be reserved without a completed application and payment in full. An email will be sent to you when the application & payment are both received. A second email will be sent to notify you that you have a booth reserved at our event.
- Booth spot assignments will be disclosed to vendors after check-in has been completed upon arrival on set-up day.
- For families that have a PPCA student living in your home, there is special pricing just for you! You must answer “Yes” to the PPCA family question in order to receive the special pricing.

### General Information and Guidelines

- All vendors must check-in at the “Vendor Check In/Out Desk” upon arrival as well as check out at the end of the event to turn in requested information including sales tax payment.

- The Booth Committee will be available to show all vendors to their designated booth space. Do not set up your booth area until you have checked in and have been shown your booth spot and the allotted footage.
- This will allow you as a vendor to make sure you are in the appropriate location and keep confusion to a minimum. If you set up in the wrong location, the Booth Committee will ask you to dismantle your booth and relocate to the appropriate space.
- No vendor is allowed to move booth spaces without prior consent of PPCA Candy Cane Marketplace Committee. If a vendor has been found to have moved spots without prior consent, said vendor will be asked to relocate to their original assigned space or possibly leave the event without refund.
- PPCA Candy Cane Marketplace Committee is the only body that can make booth arrangements and reserves the right to change your booth location.
- Booth spaces must be utilized by the person or company that has purchased said booth or names listed on vendor application. Only persons, company, and products referenced on vendor application may sell from your booth.
- PPCA will provide booth space, a table, and 2 chairs. This service is included in your booth rental fee. Vendor is responsible for any display material as well as set up and tear down.
- No vendor is allowed to have weapons of any kind.
- Products (real or fake) that encourage or replicate the use of tobacco, alcohol, drugs, or any other substance that is illegal for people 21 years of age or younger are not allowed for sale or show. Harmful, obscene, or sexually explicit products are not allowed for sale or show. There will also be no racial or discriminatory actions or promotions of any kind. PPCA Candy Cane Marketplace Committee reserves the right to ask any vendor selling these product types to leave the event without refund.
- There will be designated unloading and parking privileges for vendors.
- Vendor refund policy:
  - Full refund – prior to October 10, 2025
  - 50% refund – prior to October 24, 2025
  - No refund – October 24, 2025 or later

PPCA reserves the right to ask any vendor that does not comply with the Candy Cane Marketplace Guidelines to leave the event without refund. Please be sure to review all guidelines in full.

Your cooperation is greatly appreciated! We hope you consider being a part of PPCA's 2025 Candy Cane Marketplace! If you have any questions, please do not hesitate to email [PPCACandyCane@gmail.com](mailto:PPCACandyCane@gmail.com) and someone will respond to you as soon as possible.