

Saturday, November 9
9 AM to 2 PM



Sunday, November 10
9 AM to 2 PM

We are so thankful you have agreed to participate in our first ever "Christmas with a Cause" event. Our prayer is that this event will uplift you and promote your unique mission to our congregation and community. We also are praying that the funds raised from selling your items will benefit those you serve. So, from the bottom of our hearts, thank you for sharing your mission with us. You are also invited to join us for a brief devotion and prayer time on Saturday at 8:30 a.m.

Our Vision: Christmas with a Cause is a global market where people can come and buy unique and inspiring Christmas presents with proceeds going to help fund humanitarian work locally and around the world.

Registration: In order to reserve your spot, registration is a must. If you haven't registered, please do so immediately at: <https://gloriadei.churchcenter.com/registrations/events/260026>.

Table Set Up and Displays: For continuity, we will have individual 8-foot tables set up for you. We will also provide black table cloths. Please feel free to bring any other display shelves for the tables. If you think you will need more space than a table, please let us know and we will do our best to accommodate you. However, please keep in mind that we have limited space. Gloria Dei staff retain the right to ask you to remove/change any displays or items that they deem unsafe or inappropriate.

Signage: For continuity, signs naming your organization and mission will be available and displayed at your table upon your arrival. We will also have a placard displaying who to make checks payable to and what your proceeds go toward.

Set-up times: Set-up time will be Friday from noon to 4 p.m. or Saturday from 7-8:30 a.m. If this will not work for you, please let us know.

Promo items: The primary purpose of this event is to provide our congregation and community a shopping experience that showcases quality items from or for the people you serve. However, we want people to understand your mission, so we highly encourage brochures/pamphlets at your table.

Lunches: Light lunches and snacks will be supplied both days. Please let us know if you have any dietary restrictions.

Breaks: We desire that there is someone at your table at all times. If you are manning your table alone, we will provide a person to "fill-in" at your table when needed.

Clean up: We plan to keep the event opened until Sunday at 2 p.m. We ask that you do not shut down until we give everyone the "ok." If that is a problem, please let us know beforehand, so that we can assist you in anyway possible.

Facebook: Please "like" our "Christmas with a Cause" Facebook page where we will promote your items. Feel free to post your items on the page (<https://www.facebook.com/ChristmasWithACauseUrbandale/>).

Questions: If you have any questions, please contact Pastor Ben Johnson at ben.johnson@gdlc.church or at 515-650-0377.

Payment for purchases: For those who do not have the capability of taking credit cards, we will promote the use of cash or checks in all of our publications. However, if you do have the capability to accept credit cards, we invite you to do so. Each vendor is responsible for their own finances and reporting.

Vendor Responsibility: Vendors are fully responsible for any loss or damage to their property by theft, fire or casualty. Each vendor is responsible for themselves and their employees, subcontractors, materials, equipment, and all insurance to protect themselves and/or others.

Indemnification: Participating vendors agree to indemnify and hold harmless Gloria Dei Lutheran Church and its officials/employees from any loss, expense, claims, damages, causes of action, injuries, suits or damages, suits to person or property, including attorney's fees, arising out of, related to or associated with the use of the property or participation of the vendor or by the vendor's employees, agents or invitees in Christmas for a Cause.

Please complete and send to:

Gloria Dei Lutheran Church
8301 Aurora Ave. | Urbandale, IA 50322
Attention: Pastor Ben Johnson



Vendor Information:

Organization Name: _____

Organization Address: _____

Organization Phone: _____

Event Contact Name: _____

Event Contact Phone: _____

Event Contact E-mail: _____

By signing this form, you are certifying that you have read the terms and conditions above and agree to follow them. Please retain a copy of this agreement for your records.

Name (Printed)

Signature

Date