



MAKERS INFO SHEET

DATE/TIME – EVENT:

Sunday, November 22

Before service from 8:30 - 10:00 a.m.

After service from 11:30 a.m. - 1:00 p.m.

***Note that we will ask you to close your booth while the Sunday service is taking place.*

DATE/TIME – SET-UP:

Sunday, November 22 / 7:30-8:30 a.m.

(Contact Allie Wilson at awilson@newsongnashville.com if you need to set up earlier than Sunday morning)

LOCATION:

New Song Nashville – Foyer & Celebration Room

316 Southgate Court, Brentwood

APPLICATION, COST, DEADLINE:

- APPLICATION: Email admin@newsongnashville.com to see if space is available.
- COST: FREE (New Song Nashville makers only!)
- DEADLINE: Sunday, November 15

WHAT'S PROVIDED:

New Song Nashville will provide the following:

- A specific blocked off space (6ft table for first 15 applicants; 4ft table for remaining applicants). *If you need more or less space, please contact Allie Wilson.*
- A table & black table cloth
- 2 chairs

- Free WiFi
- Water bottles to keep you hydrated!
- Electrical outlet (only for those who need it for on-site production)
- A sign with your business name

WHAT'S NOT PROVIDED:

New Song Nashville will not be able to provide the following. As a Maker who will be selling at this market, you are responsible to provide these items should you need them.

- Extension cords/power strips
- Other supplies, such as tape, scissors, pens, paper, etc., will not be provided.

SET-UP/TEAR-DOWN:

- SET-UP will take place at the times listed above.
- TEAR-DOWN/CLEAN-UP will begin at 1:00 p.m. on the day of the event. All Makers are responsible for tearing down and removing their own belongings, merchandise, etc., as well as cleaning up any trash, etc., prior to leaving the event.

RECEIVING PAYMENTS:

- You are responsible to handle your own payment system and money handling. Neither a payment system nor cash will be provided for you.
- We recommend that you use some form of virtual payment system such as Apple Pay, Venmo, Cash App, PayPal, or a card reading device such as Square. *We recommend that you have a sign clearly stating your payment options.*
- If you are accepting cash, you are responsible for your own cash bag and we recommend you bring smaller bills to make change. We will not be able to make change for you if you are accepting cash.
- We do not recommend that you accept checks or money orders.
- Makers are responsible for collecting, reporting, and paying all required state and local sales taxes.

EVENT CONTACT:

Allie Wilson

(615) 636-6292

awilson@newsongnashville.com