



OUR LADY OF PERPETUAL HELP RETREAT AND SPIRITUALITY CENTER

BETHLEHEM VILLAGE MARKETPLACE Vendor Application

"Follow the Star to Bethlehem"

Share Your Craft. Celebrate the Season.

Become part of a unique Christmas tradition as Bethlehem Village comes to life at Our Lady of Perpetual Help Retreat & Spirituality Center.

Our Bethlehem Village Marketplace will be a carefully curated collection of artisans, craftsmen, specialty food vendors, and faith-inspired merchants whose products reflect the warmth, beauty, and spirit of the Christmas season. Rather than a traditional craft fair, our goal is to recreate the charm of an old-world marketplace where families can stroll through the "village", enjoy festive music, discover unique handcrafted gifts, and journey together toward the Live Nativity.

We invite vendors who share our commitment to quality, hospitality, and creating a family-friendly experience that reflects the joy and hope of Christmas.

3989 S. MOON DR. VENICE, FL 34292

WWW.OLPH-RETREAT.ORG

941-486-0233

FOR UNTO YOU
IS BORN THIS DAY
A SAVIOR
LUKE 2:11

Event Information

Event: Bethlehem Village Marketplace and Live Nativity

Location:

Our Lady of Perpetual Help Retreat & Spirituality Center
3989 South Moon Drive
Venice, Florida 34292

Date: Sunday, December 13, 2026

Marketplace Hours: 1-4 pm

Vendor Setup: 12 pm

Application Deadline: Friday, November 6, 2026

Marketplace Features

- Christmas Tree Decorating Contest
 - Christmas Village
 - Curated Artisan Marketplace
 - Food & Refreshments
 - Christmas Music
 - St. Nicholas, Bishop of Myra
 - Live Nativity Experience
 - Prayer & Reflection Areas
-

Vendor Selection

To provide a distinctive shopping experience, vendor categories are limited. Applications are reviewed based on:

- Product quality
- Originality
- Craftsmanship
- Compatibility with the Bethlehem Village theme
- Variety of merchandise

Please note that acceptance is not based solely on the order applications are received.

Vendor Expectations – Bethlehem Village Marketplace

To create a beautiful and immersive Bethlehem Village experience, vendors are expected to present booths that complement the theme and atmosphere of the event. We encourage all vendors to help create a warm, welcoming, and festive environment for our guests.

Booth Presentation

- Vendors are expected to maintain an attractive, clean, and professional display throughout the event.
- Tables should be covered with floor-length tablecloths in neutral or traditional colors whenever possible.
- Empty boxes, personal belongings, coolers, and extra inventory should be kept out of public view.
- Booths should remain fully stocked and staffed during all event hours.

Christmas & Bethlehem Theme

Vendors are encouraged to decorate their space in a manner consistent with the Bethlehem Village theme. Appropriate decorations may include:

- Warm white string lights (LED only)
- Evergreen garland or wreaths
- Lanterns (battery-operated candles only)
- Wooden crates or barrels
- Baskets, pottery, or rustic display pieces
- Natural fabrics such as burlap, linen, or canvas
- Traditional Christmas décor in muted or natural colors

Signage

- Business signage should be tasteful and professionally presented.
- Handwritten signs, neon signs, flashing lights, and oversized promotional banners should be avoided.
- Pricing should be clearly displayed.

Merchandise

Products should be appropriate for a family-friendly, faith-based Christmas event. Preference will be given to handcrafted, artisan, specialty food, and Christmas or faith-inspired merchandise that complements the Bethlehem Village atmosphere.

The following items may not be sold:

- Alcohol or tobacco products
- Firearms, weapons, or ammunition
- Fireworks or explosives
- Offensive, obscene, or discriminatory materials
- Political campaign materials
- Merchandise inconsistent with the mission and values of Our Lady of Perpetual Help Retreat & Spirituality Center

Hospitality

Vendors are asked to contribute to the welcoming spirit of Bethlehem Village by greeting visitors warmly and providing friendly customer service throughout the event.

Event Theme

The Bethlehem Village Marketplace is intended to be a curated experience rather than a traditional craft fair. Vendors are selected not only for the quality of their products, but also for their willingness to help create a festive, family-friendly, and Christ-centered celebration of Christmas.

Our Lady of Perpetual Help Retreat & Spirituality Center reserves the right to request reasonable modifications to booth displays or decorations that do not meet the expectations outlined above.

Our Mission

Guided by the Bishop of Venice and inspired by Christ's example of service and hospitality, Our Lady of Perpetual Help Retreat and Spirituality Center welcomes all who seek a deeper relationship with God. Through prayer, retreats, spiritual formation, and peaceful surroundings, we provide a sacred place where individuals and communities can encounter God's presence, grow in faith, and be renewed in spirit.

Bethlehem Village is more than a Christmas market—it is an opportunity to create an atmosphere of wonder, generosity, and faith as we celebrate the birth of our Savior.

Thank you for your interest in being part of this special event.

Questions?

Contact: Wendy Mast, Business Manager, 941-486-0233, mast@olph-retreat.org

BETHLEHEM VILLAGE MARKETPLACE VENDOR APPLICATION

Location:

Our Lady of Perpetual Help Retreat & Spirituality Center
3989 S. Moon Drive
Venice, FL 34292

Event Date: Sunday, December 13, 2026

Event Hours: 1-4 pm

Application Deadline: Friday, November 6, 2026

Vendor Fee: \$50.00

Booth Size: 10'x10'

VENDOR INFORMATION

Business Name: _____

Contact Person: _____

Mailing Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone: _____ **Email:** _____

Website: _____

Facebook/Instagram: _____

VENDOR CATEGORY

☐ Arts & Crafts

☐ Religious Items

☐ Jewelry

☐ Home Décor

☐ Specialty Foods (Pre-Packaged)

☐ Food Vendor

☐ Clothing & Accessories

☐ Non-Profit Organization

☐ Other: _____

DESCRIPTION OF ITEMS TO BE SOLD

Please provide a detailed description of the products you intend to sell.

Attach additional pages or photographs if necessary.

Are you willing to donate an item as a prize for our raffle? _____

If so, please describe the item you intend to donate and its value. (This will have no bearing on the acceptance of your application.)

BOOTH REQUIREMENTS

Booth Size Requested

☐ 10' x 10' ☐ Other _____

Will you require electricity? No generators.

☐ Yes ☐ No

If yes, describe your electrical needs: _____

VENDOR AGREEMENT

By signing below, I understand and agree that:

- Only approved merchandise may be sold.
- Booths must remain open during all event hours.
- Vendors are responsible for setup, cleanup, and removal of all materials.
- Vendors are responsible for collecting and remitting any applicable sales tax.
- Our Lady of Perpetual Help Retreat & Spirituality Center reserves the right to refuse or remove any display or merchandise deemed inappropriate for this family-friendly, faith-based event.

- Vendors assume all responsibility for their merchandise and personal property.

INSURANCE REQUIREMENTS

All commercial vendors are required to maintain General Liability Insurance.

A Certificate of Insurance naming **Diocese of Venice, Bishop Emilio Biosca Agüero, O.F.M. Cap., Our Lady of Perpetual Help Retreat & Spirituality Center** as **Additional Insured** for the event dates must be submitted no later than Friday, November 13, 2026.

Minimum Coverage:

- \$1,000,000 Each Occurrence
- \$2,000,000 General Aggregate

(Insurance requirements may vary depending on vendor type.)

FOOD VENDORS ONLY

Food vendors must provide:

- ☐ Certificate of Insurance
- ☐ Applicable Health Department permits
- ☐ Fire extinguisher (if cooking)
- ☐ Any additional permits required by local authorities

PAYMENT

Vendor Fee: \$_____

Payment Method:

- ☐ Check
- ☐ Credit Card
- ☐ Online Payment

Make checks payable to:

Our Lady of Perpetual Help Retreat & Spirituality Center

Payment must accompany this application.

APPLICANT CERTIFICATION

I certify that all information provided is accurate. I have read and agree to abide by all event rules and requirements.

Vendor Signature

Printed Name

Date

FOR OFFICE USE ONLY

Application Received: _____

Payment Received: _____

Insurance Certificate Received: _____

Vendor Approved:

☐ Yes

☐ No

Booth Number Assigned: _____

Notes: _____
