

**United Presbyterian Church (UPC)**  
**\*\* HOLIDAY BAZAAR & HEALTH FAIR \*\***  
**OCTOBER 9, 2021 – 9:00 am to 3:00 pm**

**VENDOR AGREEMENT**

Thank you for your interest in participating in our Holiday Bazaar. Proceeds from this event will benefit United Presbyterian Church's building fund, beautifying the exterior of the building which serves the community.

**DATES and TIMES:**

UPC's Holiday Bazaar will be held on Saturday, October 9, 2021, from 9 am to 3 pm on the front lawn or inside the church building, if inclement weather, at 525 East Front Street, Plainfield, NJ. Vendors may begin checking in on Saturday, October 9<sup>th</sup> at 7 am. All tables must be set up and manned no later than 9:00 am on Saturday. Vendors may not start to break down tables before 3:00 pm Saturday.

**ADVERTISING:**

We advertise in many ways! We advertise the event through web sites; the Star Ledger, the Courier News, TAP Into Plainfield, local radio and Television stations, via flyers and more. We promote this event throughout the community, signage facing Front Street, and other areas around town. We will also advertise through our partners. We encourage you to advertise as much as possible where you are able to.

**DONATIONS:**

Each vendor is asked to provide one item at no charge (this is optional) to UPC for our raffle/silent auction. Please bring this item with you at check-in along with your business card or contact information. When displaying your item for the raffle, it will clearly be marked with your business name and table location so our shoppers will know how to find you.

This is a great way to promote your space during our Bazaar!

**VENDOR INFORMATION:**

1. Spaces will be assigned in advance of the Bazaar based on the order in which the registration forms with fees were received. An effort will be made to separate vendors selling similar products. However, all assignments are final, and no changes will be made during the set-up process for any reason.
2. Vendors may use their own tables, 5/6 feet or smaller at a cost of \$30 for the space. A space with a 5/6 feet rectangular table can be provided by UPC for a fee of \$35. We have a limited number of tables which will be sold on a first come basis. For vendors purchasing a space with a table and an additional adjacent space (without a table), the cost will be \$60. No dividers will be provided; however, vendors may provide dividers of their own.
3. Electricity will be provided for a \$5.00 fee but must be requested when the space is reserved. Vendors must supply their own power sources (heavy duty extension cords, etc.)
4. Vendors will be responsible for setting up their own space and for providing their own dollies/carts.
5. Vendors must keep the aisles free of merchandise and will be limited to the space provided. No hanging of any materials will be allowed on the walls or ceiling of the building.
6. Vendors will be responsible for their own cash box and receipts. Vendors will be responsible for collecting and making payment of all taxes if applicable.

**DEADLINES and PAYMENT INFORMATION:**

Registration must be signed and returned, along with payment in full, **no later than September 25<sup>th</sup>, 2021**. Please make checks payable to United Presbyterian Church (UPC) and drop off or mail to **United Presbyterian Church, Attention Health Fair & Bazaar, 525 East Front Street, Plainfield, NJ 07060**. A \$35.00 fee will be collected for any checks returned due to insufficient funds.

**CANCELLATIONS:**

Vendors whose notice of cancellation is received in writing before September 25, 2021 will be refunded in full. No refunds will be made after September 25<sup>th</sup>, 2021. An additional fee will be charged for spaces reserved after September 25<sup>th</sup>.

**DISCLAIMERS:**

Vending space is limited and will be offered on a “first come” basis. UPC will not be responsible for any lost or stolen merchandise, property or money. UPC, its staff and members will be held harmless in case of any accident or injury that may occur during set up, take down or during the event.

**CONTACTS:**

If you have any questions or need additional information, please contact The Church Office at **908-756-2666** or **732-742-8762**.

**NOTE: We follow all State and Federal COVID guidelines.**

