



November 9, 2019

9:00 a.m. – 3:00 p.m.

Vendors / Crafters Bazaar and Fundraiser

Thank you for your interest in participating!

Proceeds from this event will go to Abiding Christ Lutheran Church
for multiple outreach programs inside the local community
including the Christmas Families Project.

To register please read the information and terms and conditions carefully and complete the vendor / crafter application.

1. Booths are \$30 for one 10' X 10' area and \$25 for one 6' X 8' area. *Please limit your items to fit into these areas.* If you require more than one booth area to house your business, we will do our best to meet your request however, space is limited and is on a first come/first pay basis.
2. Each vendor must supply his/her own tables and chairs. **No sharp edges on table or chair legs.**
3. Electricity is available in a limited number of booths for an additional charge of \$5 per booth. *Each vendor must provide his/her own extension cords.*
4. Application must be submitted NLT October 11, 2019. Email you application to shekeeton1956@roadrunner.com with a description of your product.
5. **DO NOT MAIL PAYMENT** until your application has been **APPROVED**. All applications will be reviewed before payment is accepted.
 - a. Vendors who are approved will receive specific instructions.
 - b. Make check payable to Abiding Christ Lutheran Church (on memo list put Bazaar Vendor). Checks must be received within 5 days of your email notification.
6. Only one direct sales / home based business, per person allowed. Products must be available for purchase at the Bazaar.
7. Each vendor is required to donate one item with a maximum value of \$15.
8. Vendor set up will begin Friday evening, November 8, between 4:00 p.m. and 8:00 p.m., or you may set up on Saturday morning from 8:00 a.m. to 9:00 a.m.

9. Cancellation policy: If for some reason you must cancel, no refunds will be made, and will be considered a donation to the Abiding Christ Bazaar.

TERMS AND CONDITIONS

APPLICATION ACCEPTANCE:

You will be notified via email upon the acceptance of your application or if you are placed on a waiting list.

- ACLC may choose to deny a vendor based on appropriateness of products or duplication of vendors.
- Booth space allocation is at the sole discretion of ACLC – Bazaar Committee.
- Description of your product must accompany application.

BOOTH RENTAL FEES & PAYMENT AGREEMENT:

Full payment is due at time of email confirmation. Checks must be received within 5 days of your email notification. **NO PAYMENT WILL BE ACCEPTED WITHOUT AN EMAIL CONFIRMATION.**

CANCELLATION POLICY:

No refunds will be issued for a cancellation and will be considered a donation to the ACLC Bazaar.

SALES:

All Sales will be transacted by and all proceeds will go directly to the vendors. ACLC will charge no commission. We make no guarantees as to the amount of profit that will be generated by vendors. Wi-Fi Services will be available to allow vendors to conduct electronic credit card transactions. In case unforeseen circumstances cause Wi-Fi services to be degraded or unavailable you may want to have a back-up plan to accept electronic payments.

SETUP AND BREAKDOWN:

Early Bird setup is available on Friday, November 8 from 4 p.m. to 8 p.m. You may also set up on the morning of the event between 8 a.m. to 9 a.m. Vendors **MUST** remain in their booths until the advertised closing time of 3 p.m.

No tents or canopies of any type are allowed in any of the booth spaces.

November 9, 2019

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Contact Information

Name
Company/Business Name
Address
Phone Number
E-Mail Address
Description of items being sold:

Set-Up Information

Friday Evening Set-up 4 pm – 8 pm, Saturday Morning 8 am – 9 am. Please do not arrive prior to this.

Booths are on a First Come/First Pay Basis Only one business per table/person

Space(s) Wanted: 10x10 (\$30)____ 6x8 (\$25)____ *Please limit items to booth size*

Electrical Outlet Fee: \$5____ *(if required, there are a limited # of outlets available)*

What item is being donated for door prize?_____

Method of Payment: Check____ Cash____

Applications will be reviewed before payment is accepted.

Vendors who are approved / selected will receive specific instructions in their Acceptance Email. If

you must mail in your payment, DO NOT MAIL PAYMENT until your application has been approved.

Total Fees: \$_____

Agreement and Signature

By submitting this application, I affirm with the terms and conditions provided and if I do not adhere to all or if I misrepresent myself, or the items I am selling I will be asked to leave with no refund. I also agree that I will not tear my booth area down until the time that has been designated. Furthermore, I will not hold Abiding Christ Lutheran Church responsible if any of my items are lost, stolen or damaged.

Name (printed)	
Signature	
Date	

Admin Use Only

Please complete one application has been approved and payment has been received.

Date Received: _____

Payment Method: Check # _____

Cash _____

Booth Number Assigned: # _____

Donated

Item: _____