DOMINION LIFE
WORSHIP CENTER

August 1, 2017

RE: 2017 ANNUAL FALL FESTIVAL

Dear Vendor:

Please join Dominion Life Worship Center for our **ANNUAL FALL FESTIVAL** on Saturday, October 21st, 2017 from 10am – 3pm. We will be converting our parking lot into a day full of fun, food and more!

As this marks our *4th Year of this Festival*, we are continuously working to improve the festival by encouraging participation from local merchants, vendors and organizations. **WE ARE LOOKING FOR** organizations, businesses, and individuals to set up a booth to display their business, crafts, art work, food, retail merchandise (Mary Kay, Avon, Lia Sophia, Partylite, Pampered Chef, etc.), and/or promotional information regarding your business, organization, or activity. This is a great opportunity for civic organizations to raise funds and awareness of their projects, upcoming events, etc.

Dominion Life Worship Center will advertise the Fall Festival through our website, posters, and local newspapers. We are anticipating a larger turnout than seen in years past!!! Join the fun!!!

Space is limited, so reserve your space now! Please review the enclosed vendor agreement, complete it and return it with your payment to:

Dominion Life Worship Center
Fall Festival Committee
PO Box 3325
Morristown, TN 37815

Please register by **October 6, 2017**. Please share this information with anyone you think might be interested. If you need additional copies, it is OK to photocopy this form, or you can print it from our church website at www.DominionLifeWorshipCenter.org. With your help and participation we can make the 2017 Fall Festival and Community Fair a great success! Come celebrate with us.

For further information or if you have questions, please contact Event Coordinator Jeremy Weaver at 423-736-0649 or email us at **DominionLifeWorshipCtr@gmail.com.**

2017 FALL FESTIVAL VENDOR AGREEMENT

Saturday, October 21, 2017
10:00 a.m. to 3:00 p.m.

1. **BOOTH DESCRIPTION**:
   - Vendor spaces are located in the parking area of Dominion Life Worship Center. You will supply your own furnishings – pop-up tents, tables, chairs, awnings, supplies. Tents MUST be securely weighted down. (One table and two chairs are available for an additional $10 rental fee with advance notice.) You will also be responsible for your own petty cash and signage representing your wares, if desired.
   - Limited spaces will be available for use of electricity. There will be no additional charge. Please bring a 50 foot extension cord if you are requesting electricity.
   - Confirmations will be sent to you upon receipt of full payment and pending the approval of your merchandise. Your booth assignment will be given to you upon your arrival at the festival.
   - Booths are to be kept clean during the event. Each vendor is responsible for disposing of trash and cleaning up assigned both space at completion of the festival.

2. **BOOTH FEES**:
   - FEE: $30 for a 10' x 10' space (payable in advance).
     - NO REFUNDS after October 6, 2017.
   - **Methods of payment:** Checks or Money Orders made payable to ***Dominion Life Worship Center***, Cash, or Credit Card.
     - Personal Checks will be accepted only until October 6th
   - To be accepted as a vendor in the DLWC Fall Festival, complete and mail the Vendor Application form with check/money order to:

     Dominion Life Worship Center
     Fall Festival Committee
     P.O. Box 3325
     Morristown, TN 37815
   - If you desire to pay via Credit Card, you may do so via our PayPal link (www.PayPal.me/DominionLife). Please call the Fall Festival Coordinator to ensure your Credit Card transaction is linked with your application.

3. **MERCHANDISE**: Each vendor is responsible for his or her own taxes.

4. **RESTRICTIONS**:
   - No merchandise may be sold bearing the Dominion Life Worship Center logo.
   - Absolutely NO animals will be allowed on church grounds (exceptions include Service Animals).
   - **This is a Christian, family-oriented event.** NO guns, knives, fireworks, anti-Christian, pornographic material, or games of chance will be allowed. Violators will be subject to immediate removal without refund. The Fall Festival Committee reserves the right to remove objectionable exhibits.
   - Vendors seeking to promote political expression, special interest groups, and religious or social commentary will not be accepted.

You are responsible for paying all applicable sales taxes on your merchandise.

5. **RAIN POLICY**: Fall Festival will continue, rain or shine, with no refund of fees. It is up to your discretion to remain or leave.

6. **SET UP INFORMATION**:
   - Fall Festival committee members will greet vendors upon arrival and be available to assist throughout the festival.
   - You may begin setting up at 8:45 am. Your booth must be set up by 10:00 AM. If you will be delayed, please notify the Fall Festival Committee by calling Shireena Weaver at 865-209-7617. Failure to do so can result in forfeiture of booth fees.
   - Vehicles will be permitted in the market area for unloading, but must be removed immediately after unloading and before 9:45 AM. No vendor vehicles will be allowed into the market area during fall festival hours.

7. **TEAR-DOWN TIME:** Begins at 3:00 pm. Booths should be cleared out by 4:30 pm.

8. **LIABILITY:** The DLWC Fall Festival Committee, its officers, agents, employees and other representatives, will not be held liable, and they are hereby released from liability for any damage, loss, harm or injury to the person or property of the exhibitor or any of its representatives resulting from theft, fire, water, weather, accident or any other cause. The exhibitor shall indemnify, defend, and protect the DLWC Fall Festival Committee against all claims, demands, suits, liability, damages, loss, costs, attorney's fees and expenses of whatever kind or nature, which might result from any action or failure to act on the part of the exhibitor or any of its officers, agents, employees or other representatives.

9. **POINTS OF CONTACT:** If you have any questions about the DLWC Fall Festival, please contact Church Administrator Jeremy Weaver at 423-736-0649, Church Secretary Nina Walker at 865-556-6465 or via email at DominionLifeWorshipCtr@gmail.com.

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VENDOR REGISTRATION FORM

Date: Saturday, October 21, 2017
Time: 10am – 3pm

Location: Dominion Life Parking Lot
1841 W Morris Blvd Morristown, TN

Company Name: _____ Contact Name: _____
Address: _____ Email: _____
City/State/Zip: _____
Primary Phone: _____ Cell Phone: _____
Describe your product(s) and pricing (If possible, please attach or email a photo of your product(s))
_____
_____

Check all that applies:

- ☐ $30 - 10' x 10' Booth Space
- ☐ $10 - 6 Ft Table and 2 Chairs
- ☐ $0 – Electricity (please bring a 50 foot extension cord)

The above hereby applies for space in the Dominion Life Worship Center Fall Festival & Community Fair in Morristown, Tennessee. The vendor agrees to indemnify, defend, protect and hold harmless Dominion Life Worship Center, their members, leaders, and representatives from personal injury, property loss or damages of any nature suffered by any person in conjunction with the operation of the Dominion Life Worship Center Fall Festival & Community Fair. The above also agrees to comply with all rules & regulations defined in this agreement.

Vendor's Signature _____ Date _____

Method of Payment:
___ Check/Money Order *(make payable to Dominion Life Worship Center)*
___ PayPal (www.PayPal.me/DominionLife/)
___ Cash *(if in person)*
___ Credit/Debit Card Card #: _____ _____ _____ _____ Exp:_____ CVC: _____

DEADLINE TO RESERVE A BOOTH SPACE: October 6, 2017

To reserve a space, complete this application and return to Dominion Life Worship Center Fall Festival Committee, P.O. Box 3325, Morristown, TN 37815.

For more information, please contact: Pastor Jeremy Weaver, 423-736-0649.

If you sell a product, may we post your company information on our church Facebook page? (yes, no) _____