



August 15, 2017

**RE: 2017 ANNUAL FALL FESTIVAL**

Dear Vendor:

It is that time of year again that we excitingly prepare for our Annual Fall Festival at Dominion Life Worship Center. As this is our fourth year hosting this event, we are continually looking at ways to expand and improve this event to make a larger impact on the community.

This year, it is our desire to partner with our area nonprofit organizations in a greater way. As a result, we are hosting a larger community and health fair at this event to help raise agency awareness and to promote health and safety. We are inviting you to be part of this year's event to provide greater exposure for your organization and to allow us to partner with you to excel the vision of your organization. There is no charge for nonprofit organizations participating in this event. All we ask is that you register in advance and provide your own table and set-up. Should you need a table and chairs, however, we are providing those for \$10 to vendors and booth sponsors as needed with advance notice.

Space is limited, so reserve your space now! We hope that you would support the vision of this great event and be a part. Please review the enclosed nonprofit booth agreement, complete it and return it 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. For further information or if you have questions, please contact Event Coordinator Shireena Weaver at 865-209-7617 or email us at [DominionLifeWorshipCtr@gmail.com](mailto:DominionLifeWorshipCtr@gmail.com).

Respectfully,

A handwritten signature in black ink that reads "Shireena D. Weaver".

Shireena D. Weaver  
Fall Festival Event Coordinator



## 2017 FALL FESTIVAL NPO BOOTH 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 the completed agreement and pending the approval by the Fall Festival Committee. 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 booth space at completion of the festival.

### 2. **BOOTH FEES:**

- **FEE:** No Charge for a 10' x 10' space. \$10 rental fee for one table and two chairs.
  - NO REFUNDS after October 6, 2017.
- **Methods of payment of rental fee:** 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 (if applicable) to:

Dominion Life Worship Center  
Fall Festival Committee  
P.O. Box 3325  
Morristown, TN 37815
- If you desire to pay the rental fee via Credit Card, you may do so via our PayPal link ([www.PayPal.me/DominionLife](http://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, if applicable.



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 Event Coordinator Shireena Weaver at 865-209-7617, Church Secretary Nina Walker at 865-556-6465 or via email at [DominionLifeWorshipCtr@gmail.com](mailto:DominionLifeWorshipCtr@gmail.com).



## NPO BOOTH REGISTRATION FORM

**Date:** Saturday, October 21, 2017

**Location:** Dominion Life Parking Lot

**Time:** 10am – 3pm

1841 W Morris Blvd Morristown, TN

Organization Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Website: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Describe your organization and its mission.

\_\_\_\_\_  
\_\_\_\_\_

Check all that applies:

- ☐ 10' x 10' Booth Space
- ☐ 6 Ft Table and 2 Chairs (\$10)
- ☐ 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.

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

**Method of Payment:** *if applicable*

\_\_\_ Check/Money Order (*make payable to Dominion Life Worship Center*)

\_\_\_ PayPal ([www.PayPal.me/DominionLife/](http://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:      Event Coordinator Shireena Weaver, 865-209-7617.

May we advertise your organization on our church Facebook page? (yes, no) \_\_\_\_\_