

**United Presbyterian Church (UPC)**  
**\*\* HOLIDAY BAZAAR – NOVEMBER 2, 2019 \*\***

**VENDOR AGREEMENT**

*Thank you for your interest in participating in our Holiday Bazaar.*

**DATES and TIMES:**

UPC's Holiday Bazaar will be held on Saturday, November 2<sup>nd</sup>, 2019 from 10 am to 3 pm inside the church building at 525 East Front Street, Plainfield, NJ. 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, Plainfield Around town, 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 also 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 \$25 for the space. A space with a 5/6 feet rectangular table can be provided by UPC for a fee of \$30. We have a limited number of tables which will be sold on a first come basis. For one vendor purchasing for their own use a space with a table and an additional adjacent space, the cost will be \$50. 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 October 5<sup>th</sup>, 2019**. Please make checks payable to United Presbyterian Church (UPC) and drop off or mail to **Ms. Pat Perry, United Presbyterian Church, 525 East Front Street, Plainfield, NJ 07060**. A \$30.00 fee will be collected for any checks returned due to insufficient funds.

**CANCELLATIONS:**

Vendors whose notice of cancellation is received in writing before October 5<sup>th</sup>, 2019 will be refunded in full. No refunds will be made after October 5<sup>th</sup>, 2019. An additional fee will be charged for spaces reserved after October 5<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 **908-757-3195**.

**United Presbyterian Church  
Holiday Bazaar - November 2, 2019**

**VENDOR CONTRACT**

I have thoroughly read and understand the Vendor Agreement for the United Presbyterian Church Holiday Bazaar, and I agree to the terms specified.

Name of Business \_\_\_\_\_

Name (print clearly): \_\_\_\_\_

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

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

E-Mail Address (print clearly) \_\_\_\_\_

**For our records, please circle all that apply:**      UPC Returning Vendor       New Vendor

Product(s) to be sold: New  Used  List items to be sold: \_\_\_\_\_

\_\_\_\_\_

**\*\*Please note if you have a special need for handicapped accessible location(s):** \_\_\_\_\_

We offer separate locations within the building for the sale of new items, used items and health information. Requests for specific location within the designated areas are not accepted. Tables and spaces will be assigned on a first-come basis. Receipt of this signed vendor contract along with payment will secure your spot. An email will be sent to you as confirmation.

**Fees:**

All spaces with a UPC table are priced at \$30 and \$25 for a single adjacent space without a table. With the purchase of a table and a space the cost is \$50. Tables are 60 inches long and spaces will be the same length of a table, 60 inches.

Please check the section below and identify the number of space and/or table you would like and if you would like tables and/or electricity.

**Table/Space:**

Single space with table @ \$30    # \_\_\_\_\_    \$ \_\_\_\_\_

Single space @ \$25                    # \_\_\_\_\_    \$ \_\_\_\_\_

Space + space with table @ \$50 # \_\_\_\_\_    \$ \_\_\_\_\_    \$5 discount

Electricity @ \$5.00 per space    # \_\_\_\_\_    \$ \_\_\_\_\_

**Total Amount Enclosed \$ \_\_\_\_\_**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Make check payable to "United Presbyterian Church" or "UPC".** Return the Vendor Contract and payment in full to: **United Presbyterian Church, 525 East Front Street, Plainfield, NJ 07060.**

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**This space is reserved for UPC's Administration**

**Locations:**

Friendship Hall (used items) \_\_\_\_\_ Room 309 (Health Fair) \_\_\_\_\_

Lind Room (new items) \_\_\_\_\_ Wait Listed \_\_\_\_\_