

# 2018 CHRISTMAS BAZAAR VENDOR AGREEMENT / CONTRACT

Church of St. Edward the Confessor Catholic Church  
785 Newark - Granville Road in Granville, Ohio 43023  
Saturday, December 1, 2018 from 9:00am --- 3:00pm

Name \_\_\_\_\_ / Business Name \_\_\_\_\_

Address/ City/ State/ Zip \_\_\_\_\_

E-mail \_\_\_\_\_ / Home Phone # \_\_\_\_\_

Cell Phone # \_\_\_\_\_ / Website/Facebook \_\_\_\_\_

Vendor's License number and State \_\_\_\_\_ (if you have one) Bazaar is in Licking County  
All Vendors both Crafters and Business Owners with items for sale must meet all Ohio regulations for participating in vendor shows. It is the responsibility of all vendors to meet said requirements and collect all sales tax and reporting due.

**Vendor Space** in Parish Hall is a 6' x 8' \_\_\_\_\_ or 6' x 6' center of room space with walkways behind \_\_\_\_\_  
Or 6' x 6' in classroom. \_\_\_\_\_ Please choose which will better suit your needs. We will do are best to accommodate.  
However **returning vendors** get to keep their space(s) if they send in their contract before the **returning vendor deadline date of September 15, 2018**. *All spaces will be filled on a first come, first serve basis and assigned by the St. Edward's Bazaar Committee. These spaces may not be changed or sub rented to any other person than the one listed on this contract.*

**Returning Vendor:** Would you like to keep the same space(s) as last year? **YES** or **NO** (Circle one)

**Returning Vendor deadline date is September 15, 2018.**

**New Vendor** (New Only) Please enclose Photos and List of Crafts to be sold and Photos of displayed craft area at a show or your set up design. **New Vendor deadline date is November 15, 2018.**

**Each space** comes with a 6'x3' table and two chairs. Fee for **each** Vendor Space is **\$40.00**

I will need \_\_\_\_\_ number of space(s) at a total of \$ \_\_\_\_\_ Total number of chairs \_\_\_\_\_

Total enclosed/sent \$ \_\_\_\_\_ Check # \_\_\_\_\_ Do you need an electrical outlet? **YES** or **NO** (Circle one)

**Received Check Date:** \_\_\_\_\_ **Amount received & check#** \_\_\_\_\_

**Confirmation Email Sent Date:** \_\_\_\_\_ **Room # & Space assignment #** \_\_\_\_\_

**Best door to use for loading and unloading** \_\_\_\_\_ (red area for office use only)

**New to 2018\*\*\*** all Vendors will be required to provide a \$15.00 item to used in the stocking raffle. We will be by to pick these items up either Friday night or Saturday by 8:00am so the raffle table can be set up.

Vendors will be sent confirmation of their reservation for St. Edward's Christmas Bazaar, via email within 2 weeks of receiving a filled out, signed and paid contract. If the show is full at the time you send in your contract you will be given the choice of having your check returned at that time or having us hold your check to see if we get any cancellations.

## Vendor Agreement/Contract Rules and information:

**The Church of St. Edward the Confessor Catholic Church shall / will not** be responsible for any injury, loss or legal action that may arise or occur to the vendor exhibitor, their employees, representatives, goods, property, or to the public from any condition whatsoever while said premises are being occupied the vendor and their goods under this agreement weather they be act of God or any accident, theft, fire or loss. **The Vendor is responsible** to carry all liability insurance for personal property, public liability, and personal injury during Bazaar set up, Bazaar show times and Bazaar brake/ tear down and clean up. Vendors agree to provide adequate supervision to all employees and representatives. **No** such employees or representatives **under the age of 14 shall be left alone without adult supervision at any time!**

**The Vendor** agrees not to hang from the ceiling or walls anything that could case damage in the way of holes, marks or tears to the church building complex by way of tape, pins, tacks, paint, pens, markers, glue or other sticky stuff. The vendor agrees to pay for any and all damages to the church building complex, church grounds and church equipment, committed by them, their equipment, displays, employees and representatives, beyond normal wear and tear during the bazaar.

**The Vendor agrees not to sell or give away any of the following items:** fresh live plants, foliage and garland that would conflict with the Church's Poinsettia and Wreath sale. Raffle tickets of any kind that would conflict with the Church Bazaar's Raffles. Selling or giving away food products that would conflict with the Church's Bake Sale or Luncheon Fundraisers. Sample foods sold or given away (no larger than 1 oz. in size) will be allowed only if approved by the Bazaar Chairperson .

No music to be played during the Bazaar hours except ( Christmas music) which will be piped through the public address system.

**The Bazaar show hours are to run from 9:00am - 3:00pm.** Vendors are required to stay and remain open until 3:00pm on Saturday. **No Early Break Down Unless Completely Sold Out and given permission from the Vendor Chairperson.** Failure of vendors to follow this rule, will result in that vendor's right to take part in future St. Edwards Bazaars. After 3:00pm during breakdown and clean up time the **Vendor** is to restore their space to its original condition, including removing of all trash and debris!

**In the event you must cancel, no refund will be made unless we are able to refill your space. **This refund will not take place until after the December 1, 2018 Bazaar.** If on the day of the bazaar you have not appeared by 8:00am and have not called the Bazaar Chairperson to cancel, we reserve the right to resell your space(s) with **NO REFUND.****

**The only other reason: a refund on a vendor space will be made is: **if the Bazaar is Canceled by St. Edward's Church.****

**Please make your check payable to: **St. Edward Church****

**Mail to: Annie Lach --- Bazaar Information --- Church of St. Edward the Confessor 785 Newark-Granville Road Granville, OH 43023**

Vendor's Name (please print) \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Vendors** will be permitted to set up their booths on **Friday, November 30th from 5:00pm -- 7:00pm** and on **Saturday, December 1st from 7:00am -- 8:45am.** All vendors must have their display in place by this time and all walkways cleared of products and display equipment.

Booth assignments and information regarding closest door to your space for unloading will be sent to you via email at least 2 weeks prior to the event. *Vendors: when loading and unloading please move quickly, and then move your vehicle as soon as possible to make room for others. During the show we ask that you park your vehicle in the back of the parking lot to allow shoppers to have the parking spaces closest to the Church Parish Hall and classrooms.*

**We appreciate all of our vendors, especially those who have been with us for many years. Your support of our show provides funding for the Charities of the Women of St. Edwards. 100% of all of the Bazaar's proceeds will go into this fund! Thank you!**

**Annie Lach ---- 2018 St. Edward Church Christmas Bazaar Chairperson**

Any questions? Please email Annie at [annielach626@gmail.com](mailto:annielach626@gmail.com) and/or call or text me on my cell phone (502) 541-1715

