

# Vendor/Advertiser Contract and Application

## Scotchtown Presbyterian Church

### December 3rd, 2022

### Holiday Craft and Vendor Fair

**PLEASE READ THIS CONTRACT IN ITS ENTIRETY BEFORE COMPLETING THE APPLICATION.**

Thank you for your interest in becoming a vendor, or advertiser, at the Scotchtown Presbyterian Church Holiday Craft and Vendor Fair to be held on December 3rd, 2022 at Scotchtown Presbyterian Church, 367 Blumel Road, Middletown, New York 10941. This event will be held rain, shine or LIGHT snow. In the case of extreme inclement weather, host may choose to cancel the event. If this should arise, please be aware that, unfortunately, refunds for tables and advertising will not be issued. The host is also contributing a great deal of time, efforts and money and is extremely committed to ensure that this is a successful event. Host will only cancel this event in a case of extreme conditions.

Please note that there are TWO SEPARATE OPTIONS available for our Holiday Craft and Vendor Fair and that you must select one option.

Options and costs are as follows:

**Vendor Table/Booth Option Featuring:**

**20 Tables/Booths Available – \$30.00 each**

**Opportunity to select your booth location on a first come first served basis**

**Sales, advertising and promotion for your business at your own individual table**

**Café and Bake Sale on premises with free continental breakfast for all vendors**

**Business Advertising Table Option Featuring:**

**Advertising and promotion of your business – \$20.00**

**Your Business Card featured on our Café placemats**

**Marketing Materials of your choice displayed on our “Local Business Table”**

**Your business name featured on a prominently displayed poster the day of the event**

Please submit completed contract and application, along with the required fee and a self-addressed, stamped envelope, to Scotchtown Presbyterian Church at the address above marked **ATTENTION: Holiday Craft and Vendor Fair. Contracts, applications and payment, by check or money order, must be received by NOVEMBER 1, 2022.** (Vendor/Advertiser is responsible for any fees associated with returned checks.)

Upon approval of the application, Vendors/Advertisers will be sent a confirmation email and provided with any additional applicable information. If the application is not approved, the uncashed check/money order will be mailed back to the Vendor/Advertiser. For the purposes of this contract, Host is Scotchtown Presbyterian Church. Vendor will be any individual who completes said contract and application and selects the TABLE VENDOR OPTION on the application.

Advertiser will be any individual who completes said contract and application and selects the BUSINESS ADVERTISING TABLE OPTION on the application.

**PLEASE NOTE THAT THE FOLLOWING APPLY:**

- The event will be held indoors at Scotchtown Presbyterian Church.
- The hours of the event will be 9:00 am – 3:00 pm.
- Setup will be held between 7:40 am – 8:40 am.
- All Vendor vehicles must be parked in the area across the street from the Church by 8:45 am.
- Vendors must agree to remain at the event for the entire duration.
- Host agrees to provide one table (6' x 2.5') and two (2) chairs for each table Vendor.
- Breakdown of the event will begin at 3:15 pm and must be completed by 4:00 pm with all vendors and vehicles off the premises by 4:20 pm.
- Continental breakfast (a selection of bagels or muffins, along with coffee/tea) will be provided to TABLE VENDORS by the Host at 8:00 am.
- Additional breakfast items, lunch items, drinks and baked goods will be available for purchase throughout the event.
- All Vendors/Advertisers must agree to and sign the application and contract.
- Advertisers are responsible for providing any promotional materials that they wish to be included on our "Local Business Table" to the church by Thursday, December 1st, 2022.
- Vendors are responsible for the complete removal of all items and trash related to the space used. • Vendors shall not solicit or place signage in any area other than their assigned space. • There will be raffles for various prizes throughout the entire time of the event. Prize donations are welcome. Those who choose to donate items/services of any kind will be featured on an additional poster thanking our supporters!
- Host will advertise the event in the form of signs/flyers displayed and handed out throughout the community, the Church website, Facebook page, Craigslist, Radio (Sound of Life) and the local cable network.
- The Host's net proceeds will benefit the maintenance and repairs to our church as well as to help fund our outreach programs.
- Vendors are responsible for processing all of their own cash, check and/or charge transactions and must provide their own change on the day of the event. Host will not make change.

**SAFETY RULES AND GUIDELINES FOR SALE AND DISPLAY OF VENDOR/ADVERTISING ITEMS:**

- This event is a multi-cultural, family oriented event and all merchandise available for sale must be acceptable to the Host. Please use reasonable judgment and discretion.
- No Vendor will be allowed to display and/or sell items that the Host considers unsafe, destructive or offensive.
- Weapons, drugs or drug-related paraphernalia, fireworks or explosives of any kind are prohibited. • Open flames of any kind are prohibited.
- All displays of merchandise must be completed and implemented in such a manner as to not block any point of egress.
- Vendors are responsible to provide and secure their own displays and items to prevent any

dangerous conditions.

- The Host reserves the right to shut down any Vendors who do not comply with the Host guidelines.

#### **GUIDELINES FOR DISPLAY OF ADVERTISING/PROMOTIONAL ITEMS:**

- Weapons, drugs or drug-related paraphernalia, fireworks or explosives of any kind are prohibited on all printed materials for Vendors/Advertisers.
- Host agrees to, and will provide, the following **ONLY** to those who select the Business Advertising Table Option:
  - Your business card featured on our Café placemats.
  - Marketing Materials of your choice displayed on our “Local Business Table”. (Limited to two (2) printed types and one (1) other in any form ie. pens, cups, etc.)
  - Your business name featured on a prominently displayed poster the day of the event.
- No Vendor or Advertiser will be allowed to display items that the Host considers offensive.
- All displays of printed materials at the “Local Business Table” will be completed by the Host.
- Advertisers: Please note that your materials will be proudly displayed alongside of other local businesses.
- Those who chose to donate items/services of any kind will be featured on an additional poster thanking our supporters!

# Vendor/Advertiser Participant Application

Applications and payments are due and must be received by Host no later than November 1st, 2022.

Absolutely no exceptions will be made! Please print information legibly and neatly.

(Attachment of business card, if available, is preferred.)

Attachment of TWO business cards is required for applicants wishing to take part in our advertising option.

\*required field

PLEASE SELECT ONE:            TABLE VENDOR OPTION            BUSINESS ADVERTISING TABLE OPTION

\*Name of Vendor (First and Last): \_\_\_\_\_

\*Name of Primary Contact, if someone other than you: \_\_\_\_\_

\*Name of Business/Organization: \_\_\_\_\_

\*Preferred Mailing Address : \_\_\_\_\_

\*Telephone Number: ( ) - Please Specify: Home Cell Business

Telephone Number: ( ) - Please Specify: Home Cell Business

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

Tax ID # or Not For Profit ID # if applicable: \_\_\_\_\_

Website Address and/or Facebook Page information: \_\_\_\_\_

Please tell us something about yourself and your business or organization (How long have you been in business?,

Have you participated in any other vendor fairs, and if so, how many?):

\_\_\_\_\_

\*What items will be sold or what information will be provided at your table? (or what materials will you provide if selecting the Business Advertising Table

*Will you be donating an item/ service to be raffled off the day of our event (optional)? If YES, please specify the item/service to be donated:	NO YES
---	-----------

**Please submit any photographs of any recent/previous Vendor Booths if available.  
Please read below. You will be contacted once your application has been reviewed.**

**Confirmation and Indemnification**

The undersigned, as a condition to my participation in the Scotchtown Presbyterian Church Holiday Craft and Vendor Fair, hereby also agrees to the following:

I have thoroughly read, I understand and will adhere to the provided Vendor/Advertiser guidelines as outlined in this Contract and Application.

I understand that all Vendors and Vendor Representatives must stay within the space assigned to said Vendors and that all signage must be within said space.

I understand that I am solely responsible for setting up, maintaining and cleaning up my assigned space.

I acknowledge and understand that this document has legal consequences and I have read it carefully and in its entirety before signing.

In consideration of the opportunity to participate in the Scotchtown Presbyterian Church Holiday Craft and Vendor Fair, I hereby indemnify and hold harmless Scotchtown Presbyterian Church, their servants, agents, officers, officials, employees, volunteers, successors and assigns from and against any and all liability or loss, together with all reasonable costs and expenses relating thereto, including reasonable attorney fees, arising out of or resulting from my participation in said event.

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

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