

**2019 CHRISTMAS BAZAAR VENDOR AGREEMENT / CONTRACT**  
**Church of St. Edward the Confessor**  
**785 Newark-Granville Rd., Granville, Ohio 43023**

**Saturday, December 7, 2019 from 9:00am -- 3:00pm**

Name \_\_\_\_\_ Business Name \_\_\_\_\_  
Address/ City/ State/ Zip \_\_\_\_\_  
E-mail \_\_\_\_\_  
Phone \_\_\_\_\_ home/cell (*Circle one*)  
Alt Phone \_\_\_\_\_ home/cell (*Circle one*)  
Website/Facebook \_\_\_\_\_

Vendor's License number and State \_\_\_\_\_ (if you have one)  
Note: Bazaar is located 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, collect and pay all sales tax and reporting as due.

**Submission Deadlines:**

**Returning Vendors** can keep their space(s) if contract and fees are submitted on or before the "returning vendor deadline" of September 15, 2019.

**New Vendors:** Contract and fees submission deadline is on or before November 15, 2019.

**Accommodations and Fees:**

Vendor Space -Please enter you choice of space below. Use **1, 2 or 3** for the order that best suits your needs. Fee- Each Vendor Space is \$40.00 and comes with one 72" x 30" table and two chairs.

- \_\_\_\_ One 8' wide x 6' deep space against a sidewall of the Parish Hall or
- \_\_\_\_ One 8' wide x 6' deep space in center of the room of the Parish Hall with walkways behind or
- \_\_\_\_ One 8' wide x 6' deep space in one of the classroom

I will need \_\_\_\_\_ number of space(s) at a total of \$ \_\_\_\_\_ (Fee for each space is \$40.00)

I will need \_\_\_\_\_ chairs

I will need \_\_\_\_\_ number of tables **OR**

I will be bringing my own table(s) Yes / No (*Circle one*) (no discount for bringing your own)

I will need an electrical outlet: Yes / No (*Circle one*)

**Returning Vendors:** What space number would you like this year? \_\_\_\_\_ (see map)

We will do our best to accommodate your request.

*All spaces will be filled on a first come, first serve basis and assigned by the Bazaar Committee. These spaces may not be changed or sub rented to any other person than the one listed on this contract.*

**All Vendors:** Please Describe Your Exhibit below: (*New Vendors: please enclose photos and list of crafts to be sold and photos of displayed craft area at a show or your set up design.*)

**All Vendors:** are asked to provide one of their handmade craft items (or item from their business) valued more than \$15.00 to be used in the Bazaar's raffle. We will pick up your items either Friday night or Saturday by 8:00am so the raffle table can be set up.

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**Set Up:** (select one)

\_\_\_ I will be setting up my exhibit on Friday -December 6<sup>th</sup> between 5:00pm-7:00pm.

\_\_\_ I will be setting up my exhibit on Saturday-December 7<sup>th</sup> before 8:30am.

*- All vendors must have their display in place Saturday-December 7<sup>th</sup> by 8:30am and all walkways cleared of products and display equipment*

**Booth assignments and information:**

To be emailed email approximately 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 park close to the Parish Hall and classrooms.*

**Tear Down:**

**The Bazaar show hours are 9:00am - 3:00pm** -All Vendors are asked to remain open until the end of the show.

We ask no early break down unless completely sold out AND given permission from the Bazaar Chairperson. After 3:00pm, the Vendor is asked to restore their area/space to its original condition, including removing of all trash and debris.

**Vendor Agreement/Contract Rules and Information:**

The above named Vendor agrees to defend, protect, indemnify, and hold harmless St. Edward the Confessor Catholic Church and the Catholic Diocese of Columbus against and from all claims arising from the negligence or fault of the Vendor or any of its agents, family members, officers, volunteers, helpers, partners, organizational members, associates or participants in connection with or arising out of participation in the Bazaar.

The above named Vendor is responsible for general liability and property coverage of an amount acceptable to St. Edward the Confessor Catholic Church. Upon request, Vendor agrees to have St. Edward the Confessor Catholic Church and the Catholic Diocese of Columbus named as an “**Additional Insured**” on its general liability policy for the time period of the Bazaar, and will provide a certificate of insurance to St. Edward the Confessor Catholic Church. It is agreed that Vendor also agrees to ensure that its liability insurance policy will be primary in the event of a covered claim or cause of action against St. Edward the Confessor Catholic Church or the Catholic Diocese of Columbus.

It is agreed that Vendor provide adequate supervision to all of their employees and representatives. No such employees or representatives under the age of 14 shall be left alone without adult supervision at any time!

It is agreed that Vendor will not hang anything from the ceiling or walls that could cause damage to the ceilings or walls 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, caused by them, their equipment, displays, employees and/or representatives, beyond normal wear and tear during the bazaar.

It is agreed that Vendor will not 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; sell 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's Chairperson.

**Cancellations and Refunds:**

The Bazaar Committee provides a full refund for cancellations made at least 24 hours before the scheduled start time of the bazaar- **IF we are able to resell your space.** Cancellations received with less than the 24-hour notice will not receive a refund. Any refunds will be issued after the Bazaar has ended on December 7, 2019.

**No Shows:** On the day of the Bazaar, if 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) and **no refund will be issued.** We reserve the right to cancel this event at any time. If, St. Edward Church cancels the Bazaar, registrants will be notified as soon as possible and refunds will be issued.

**Payment:**

Please make your check payable to "St Edward Church" and mail to:

Church of St. Edward the Confessor  
Atten: Annie Lach -Bazaar Information  
785 Newark-Granville Rd., Granville, OH 43023

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Vendor Name (print name)	Signature	Date
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Vendors will be sent confirmation of their reservation for the Christmas Bazaar via email within 2 weeks of receiving a completed, 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.

**Any questions?**

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

We appreciate all of our vendors, especially those who have been with us for many years and are grateful for your support. 100% of the funding from the Christmas Bazaar provides funding for the Charitable Works of the Women of St. Edwards.

Thank you!

*Annie Lach, Bazaar Chairperson*