



Mary, Queen of the Rosary  
PARISH

**Memorial Weekend  
Indoor Yard Sale and Vendor Market**

Saturday, May 25<sup>th</sup>: 7:30 am - 3:00 pm

Sunday, May 26<sup>th</sup>: 11:00 am – 3:00 pm

Monday, May 27<sup>th</sup>: 7:30 am-12:00 pm

**Vendor Registration Form**

**Vendor and Crafter Application**

Thank you for your interest in our Memorial Weekend Indoor Yard Sale & Vendor Market! Our hope is to provide our customers with a fun experience of finding treasures and give vendors/crafters like you a way to showcase your wares. With your help, we will create a wonderful event. Vendors will be outside. The registration fee is \$25.00 for one day or \$50 for the weekend, and a gift/basket valued at no less than \$25 for a raffle. Vendors should provide their own tent/canopy and table (no longer than 8 foot). Please complete the attached form if you would like to participate in our Memorial Weekend Indoor Yard Sale & Vendor Market. Also, feel free to spread the word to your associates. *Please return this information with your check by April 1, 2019.*

**Vendor/Crafter Information**

Your Name:			
Business Name (if applicable):			
Address:			
City, State, Zip Code			
Best Phone Number:		Email:	
Website (if you have one):		Facebook:	
Other Social Media:			
Business Vendors: Please give a brief description of products you offer:			
Crafters: Please give a brief description/listing of the kinds of crafts you offer.			
Other information we should know or special requests you have:			
Raffles: As part of our event, we request that each vendor donate a gift valued at no less than \$25 for our raffle.	<input type="checkbox"/> A gift basket <input type="checkbox"/> A gift certificate/gift card <input type="checkbox"/> An item I have made <input type="checkbox"/> Other (please describe):		



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**Vendor Registration Form**

For the application to be considered, the following must be included and be received NO LATER THAN April 1, 2019.

- U** Completed Vendor Application form
- U** Signed Terms and Conditions document
- U** Payment: Make your check payable to **Mary Queen of the Rosary Parish** or pay online at [maryqueenoftherosary.org](http://maryqueenoftherosary.org)
- U** Mail paper applications and fees to:

Mary Queen of the Rosary Parish  
Memorial Weekend Yard Sale & Vendor Market  
60 Maple Street  
Spencer, MA 01562

You may fax or email scanned copies of your application (including pages requiring a signature) to:

fax #: 508-386-9804                      [Christopher.Cashman@staples.com](mailto:Christopher.Cashman@staples.com)                      [jbrennan@mqrparish.org](mailto:jbrennan@mqrparish.org)

*\*The application will not be active until the fees are received.*

By completing this application, you are certifying that you have read the Terms and Conditions, and will adhere to all rules and policies herein.

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_  
Date \_\_\_\_\_

Thank you for your interest Mary Queen of the Rosary Memorial Weekend Yard Sale & Vendor Sale Market. Your registration will be confirmed by email within two weeks of the time we receive it. Please contact us at [Christopher.Cashman@staples.com](mailto:Christopher.Cashman@staples.com) or [jbrennan@mqrparish.org](mailto:jbrennan@mqrparish.org) if you have not received notification.

For more information, please email [Christopher.Cashman@staples.com](mailto:Christopher.Cashman@staples.com) or [jbrennan@mqrparish.org](mailto:jbrennan@mqrparish.org), event coordinators.

**— Office Use Only Below This Line —**

Date Registration Received:		Recorded by:
Date Payment Received:		Recorded by:
Amount Received:		Recorded by:
Check Number:		Recorded by:
Date Confirmation Emailed:		Name of person who sent email:
Space Assigned:		Recorded by:
Other notes:		



**Terms and Conditions Document**

**Terms and Conditions**

- 1. Setup/Break Down:** All Vendors must be set up and ready to sell by one-half hour prior to the start time of the event. Vendors may begin setting up at 45 minutes prior to the start time. Break down can start no earlier than event end time and must be completed by 1 hour after closing. *No vendor is to close before the official closing time.* Sellers are responsible for their selling spaces. \*Before leaving, be sure your area is clean and trash-free. There will be a \$50 charge for clean-up for vendor areas that are not left clean and trash-free.
- 2. Staffing:** Vendor tables/ booths must be manned at all times and intact until the event closes each day. Mary Queen of the Rosary Parish is not responsible for merchandise or display materials.
- 3. Vendor Items:** For crafters, items for sale at your booth must be predominantly handmade by you or your company. Items cannot be simply purchased for resale.
- 4. Vendor Responsibility:** The vendor will be fully responsible for any loss or damage to his or her property by theft, fire or casualty. Mary Queen of the Rosary Parish expressly disclaims any responsibility for same. Vendors shall be responsible for any damage which may be incurred to the facilities as a result of or in connection with its operation. Each vendor is responsible for the conduct of his employees and/or representatives and activities must not detract from the image or welfare of the fair.
- 5. Special Permits:** The vendor is responsible for any special permits required to sell their items (i.e. "Serve Safe Certified" for selling food, etc.). Any permit required must be visible at the vendor spot while the event is running. Mary Queen of the Rosary must be notified of any special permits in the chance that a general permit is needed as well for the event.
- 6. Vendor Spaces:** Vendor spaces will be assigned. Placement, flow and competition will be taken into consideration to provide the best experience for fair attendees. Spaces are reserved on a first-come first-served basis. Vendors must ensure that none of their display equipment extends beyond the space they have booked; this includes any rails, stands or additional equipment.
- 7. Tables & Chairs:** Vendor will use his/her own chairs, tables, stands, tent, or canopy. All tents and canopies must meet fire regulations and codes, and must be rated **NFPA701** or **CPA184**, with the original tag showing this rating attached to the tent/canopy. All tents will be inspected.
- 8. One Business per table:** Only one (1) business per table; space may not be sublet or shared without prior approval of an event coordinator.
- 9. Acceptance:** Mary Queen of the Rosary Parish reserves the right to decline any application for space if it deems such action to be in the best interest of the parish and this event.
- 10. Payment:** The full payment is a non-refundable registration fee for the selected space and is due with the submission of this agreement. This fee will be used to cover advertising and other incidental costs associated with the production of this event.
- 11. Outside Exhibits:** It is advised to bring along shims, or blocks of wood to level out the tables, since most of the area is on a hill or un-level ground. All tents and canopies must be secured to the ground using weights/sand bags in case of windy weather.
- 12. Cancellation of space:** Application fees are not refundable. Mary Queen of the Rosary parish is not liable if weather or other conditions prevent the vendor from attending and fulfilling the contractual obligation as a vendor. No refunds will be made for weather, accident, health or other causes for non-participation.
- 13. Indemnification:** Vendor agrees to indemnify and hold harmless Mary Queen of the Rosary Parish from and against any loss, expense, claims, damages, causes of action, injuries, suits or damages, suits to person or property, including attorney's fees, arising out of or related to the operation of the vendors at the Mary Queen of the Rosary Memorial Weekend Indoor Yard Sale and Vendor Market
- 14. Applications:** Application forms are available in the Parish Office (60 Maple St., Spencer MA) or at the Mary Queen of the Rosary Parish website at: [www.maryqueenoftherosary.org](http://www.maryqueenoftherosary.org) .

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