

**St. Mark's United Methodist Church**

**Craft Fair**

**November 17, 2018**

**8:00AM-2:00PM**



**Individual Contact Info:**

**Name:** \_\_\_\_\_

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

**Phone:** \_\_\_\_\_

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

**List of items to be sold:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Other Information you feel we should know:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Special Space Needs**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Silent Auction:** As part of the fundraiser, we are asking each exhibitor to donate an item to be used in our silent auction at the fair. Funds raised from the silent auction will benefit the St. Mark's Food Pantry and other Community Serving Ministries. PLEASE DESCRIBE YOUR DONATION

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**(Please Return This Copy to the Church)**

Table Rental: # of Tables \_\_\_\_\_ x \$25 = \_\_\_\_\_

Electricity is available on a limited, first come/first serve base. Vendors must provide their own electrical cords and lights.

Do you require electricity? \_\_ Yes

For the application to be considered, the following must be included:

Completed Vendor Application form and signed Terms and Conditions document.

Like us on Facebook at <https://www.facebook.com/St-Marks-UMC-Manassas-VA-248003715216482/?fref=ts> to receive updates.

Payment: Method of Payment:

Check  Cash  Money order

Please make checks payable to the ST. MARK'S UNITED METHODIST CHURCH

Total Payment Enclosed: \_\_\_\_\_

Mail or email\* all by Saturday **November 10, 2018:**

HOLLY COOKE 7803 WELL ST., MANASSAS, VA 20111

Or email at CHURCHOFFICE6@VERIZON.NET

\*If paperwork is emailed, the application will not be active until the fees are received. By completing a Craft Fair application, you are certifying that you have read the Terms and Conditions, and will adhere to all rules and policies herein.

Printed Name: \_\_\_\_\_

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

**Thank you for your interest in the St. Mark's Church Craft Fair.**

Your registration will be confirmed by email within two weeks of the time we receive it. Please contact us if you have not received notification. For more information, please email Holly Cooke at [churchoffice6@verizon.net](mailto:churchoffice6@verizon.net).

**(Please Return Pages 1 & 2 to the Church)**

## **Terms and Conditions (Please keep this portion for your records)**

1. Setup/ Break Down: All Exhibitors must be set up and ready to sell by 8:00 am the day of the Craft Fair. Exhibitors may begin setting up at 7:00 am the day of the Fair. Break down can start no sooner than 2:00pm on Saturday and must be completed by 3:30 PM. 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.
2. Staffing: Exhibitor tables/ booths must be manned at all times and intact until show closes at 2 p.m. St. Mark's Church is not responsible for merchandise or display materials.
3. Exhibitor Items: Items for sale at the Exhibitor's booth must be predominantly handmade by the Exhibitor. If participating as a crafter, St. Mark's Church reserves the right to have items removed that are considered not appropriate or handmade. Items cannot be simply purchased for resale.
4. Exhibitor Responsibility: Exhibitor will be fully responsible for any loss or damage to his or her property by theft, fire or casualty. The St. Mark's United Methodist Church expressly disclaims any responsibility for same. Exhibitors shall be responsible for any damage which may be incurred to the facilities as a result of or in connection with its operation. Each exhibitor 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. Exhibitor Spaces: Exhibitor spaces will be assigned. Placement, flow and competition will be taken into consideration to provide the best experience for fair attendees. If you have special space needs, please include your request with your application and we will make every effort to accommodate you. 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.
6. One Business per table: Only one (1) business per table; space may not be sublet or shared without prior approval of an authorized staff of the St. Mark's United Methodist Church.
7. Acceptance: The St. Mark's United Methodist Church reserves the right to decline any application for space if it deems such action to be in the best interest of the Craft Fair.
8. 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.
9. Electricity: Electricity will be available as a first-come, first-served basis as electricity is not available at all areas. Outlets are NOT guaranteed. Extension cords must be provided by the Exhibitor.
10. Tables & Chairs: One table and two chairs will be provided for each Exhibitor. If you will need more chairs, please note that on your application.
11. Cancellation of space: Application fees are not refundable. St. Mark's United Methodist Church is not liable if weather or other conditions prevent the Exhibitor from attending and fulfilling the contractual obligation as an Exhibitor. No refunds will be made for weather, accident, health or other causes for non-participation.
12. Indemnification: Exhibitor agrees to indemnify and hold harmless the St. Mark's United Methodist Church 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 Exhibitors at the St. Mark's United Methodist Church Craft Fair.
13. Applications: Application forms also available at the St. Mark's Church website at: <http://www.comefollowchrist.net>
14. Advertisement: Two outdoor signs will be placed on the St. Mark's United Methodist Church property. Flyers will also be distributed to various locations within the Manassas area. Digital Advertising will be placed on the St. Mark's UMC Facebook page and our website at [www.comefollowchrist.net](http://www.comefollowchrist.net) . If you would like copies of the flyers, please also note that at the time of your application request.

**(Keep this copy for your records)**