

# 2015 Village Christmas Craft Fair

## Vendor Application (Revised 10/20/15)



Thank you for your interest in becoming a vendor at the 2015 Village Christmas Craft Fair, hosted by Village Bible Church (VBC), located at 12671 Buaro, Garden Grove, CA. Please fill out and submit this vendor application along with payment, and mail to Village Bible Church, postmarked by September 7th, 2015 (attn: Sarah Ailes). Applications received after September 7th will be accepted as space is available with an additional fee. Please note that spaces are often filled before the registration deadline.

### Vendor Information

Seller's Name(s): \_\_\_\_\_

Company/Booth Name (required): \_\_\_\_\_

Seller's Phone Number (required): \_\_\_\_\_

Seller's Email (required):\* \_\_\_\_\_

*\*All important documents & information, notice of approval of registration, and most other communication will be conducted via email. All vendors must have an active email address to participate.*

Seller's Website (optional): \_\_\_\_\_

General price range of items sold: \_\_\_\_\_

List of items sold (please be specific; you may also email pictures to [craft.fair@villagebible.com](mailto:craft.fair@villagebible.com) to increase chances of application approval).

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If you sell any jewelry, please indicate the percentage of your inventory comprised by jewelry: \_\_\_\_\_

Check here if items sold include holiday decorations (especially Thanksgiving/Autumn and Christmas): \_\_\_\_\_

Check here if at least 75% of the items you sell are handmade: \_\_\_\_\_

*Please note that handmade items will be given priority over commercial products. Vendors selling commercial products (including collectable figurines & plates, jewelry items such as Cookie Lee, candle items such as Scentsy, etc) will be put on a waiting list until the registration deadline (September 7th), at which point they will be assigned spaces as available.*

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**FEES WORKSHEET**

**Vendor space pricing (Limit of ONE space per vendor)**

- \_\_\_\_\_ 10x5' space (indoor).....\$20 (includes up to 2 chairs)
- \_\_\_\_\_ 10x10' space (indoor).....\$30 (includes up to 2 chairs)
- \_\_\_\_\_ 10x10' space (outdoor)\*.....\$25 (includes up to 2 chairs, does not include canopy)
  
- \_\_\_\_\_ Premium space fee (corner or near entrance).....\$10 (does not apply to outdoor spaces)
- \_\_\_\_\_ Access to power (may plug in up to two things).....\$10 (indoor, 10'x10' booths only)

*\*In the event of inclement weather, vendors with outdoor spaces will be given the option of A) an alternative, indoor location separated from the main craft fair by a courtyard (used only in the case of inclement weather); B) a full refund of registration fees; or C) remaining in the outdoor location as originally assigned.*

**Rental Items Available (first-come, first-served; items may be limited in quantity)**

*Rental items are offered for your convenience, but are not required. Vendors are welcome to bring any of their own display items (tables, canopies, display racks, etc) that fit within their rented space if they so desire.*

- \_\_\_\_\_ 6' Table (Rectangle, 30" deep).....\$6
- \_\_\_\_\_ 8' Table Rectangle, 30" deep).....\$8

*Vendors are limited to one 30"-deep table (6' or 8') per space upon registration. Additional tables may be rented during set-up hours if tables are available.*

- \_\_\_\_\_ 6' Table (Skinny, 18" deep).....\$5 (one per space)
- \_\_\_\_\_ 10x10' Canopy.....\$12
- \_\_\_\_\_ Additional chairs.....\$3 (two are included free with each space)
- \_\_\_\_\_ Lattice backdrop (bi-fold, two 4-foot panels).....\$8

*Lattice backdrops may be used for hanging lightweight items such as ornaments or signs. Church staff retain the right to ask vendors to remove hanging items that may be too heavy for the lattice or that may cause excessive wear & tear.*

Space rental total: \$ \_\_\_\_\_

Rental items total: \$ \_\_\_\_\_

Late registration fee: \$15 (if postmarked after September 7th)

TOTAL FEES before discount: \$ \_\_\_\_\_

Subtract discount amount: \$ \_\_\_\_\_ (see #2 on third page)

*Tip: Divide your gift certificate amount by 100, then multiply your "total fees" by that number*

**TOTAL AMOUNT OF PAYMENT INCLUDED WITH CONTRACT: \$ \_\_\_\_\_**

*Tip: Subtract the "discount" from your "total fees" for final payment due*

If you have questions about calculating the amount owed, please email Sarah at [sarah.ailles@villagebible.com](mailto:sarah.ailles@villagebible.com). To help us best assist you, please scan this page and include it with your email.

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By signing this application form, you are agreeing to the following terms and conditions. Please retain a copy of this contract for your records.

1. The Village Christmas Craft Fair will take place on Saturday, November 7th, from 9:00am to 3:00pm. Vendors must be set up no later than 8:30am. Vendors will remain open for the duration of the Craft Fair. All vendor items must be removed no later than 5:00pm on the day of the Craft Fair.
2. All vendors shall contribute a single "gift certificate" for a dollar amount (not a specific item) to their booth to be given out in the raffle drawings. The dollar amount may range from \$5 to \$50, and must be enough to purchase an item at the vendor's booth. The dollar amount will be converted to a percentage discount off registration fees (e.g. \$15 certificate = 15% discount off application fees). **Please indicate the amount of the gift certificate for your booth here:** \_\_\_\_\_ (*certificates will be created by the Craft Fair Administrator*)
3. VBC is committed to maintaining an uplifting and God-honoring environment. With this in mind, vendors will refrain from selling or displaying merchandise with profane language or suggestive or lewd images. The church staff and Craft Fair volunteers retain the right to ask vendors to remove any merchandise which they deem inappropriate.
4. Full payment and completed registration form must be received and approved by VBC before a vendor will be considered registered, and before rental items are assigned. Payment can be made by check, made out to "Village Bible Church." Please mail completed contracts to 12671 Buaro Street, Garden Grove, CA 92840, attn: Sarah Ailes.
5. Vendors must have physical inventory to sell at their booth. Vendors who solely take orders for items are not permitted.
6. Booth set up hours are from 4:00 to 7:00pm on Friday, November 6th (indoor booths only), and from 6:30 to 8:30am Saturday, November 7th (indoor and outdoor booths). Indoor booths will be located in the church gymnasium, which will be locked overnight. The staff of VBC will do everything possible to maintain the security of the gymnasium, but the church is not responsible for lost or damaged property for items left overnight. All vendors must be fully unloaded and have their cars in the designated "Vendor Parking" area by 8:30am on Saturday.
7. All vendor registrations are subject to approval by Village Bible Church.
8. If a registered & approved vendor wishes to cancel participation in the craft fair for any reason other than the unavailability of desired rental items (such as tables, etc), registration fees are fully refundable until Sept 7th, 2014. Between Sept 8th and Oct 7th, 2014, vendors will receive a 50% refund of fees paid. Fees are non-refundable starting Oct 8th, 2014.
9. There is a limited supply of tables, lattices, canopies and power outlets. These items will be rented on a first come, first served basis. If you submit payment for a rental item that is no longer available, you will be refunded the amount of the rental item and given the option to receive a full refund for all costs if you no longer wish to participate in the craft fair.
10. Vendors are responsible for themselves and their employees, subcontractors, materials, equipment and all insurance to protect themselves and/or others.
11. Participating vendors shall indemnify and hold harmless Village Bible Church and its officials, employees and agents from any and all liabilities, judgments, settlements, losses, costs or charges (including attorney's fees) incurred by Village Bible Church or any of its officials, employees and agents as a result of any claim, demand of action or suit relating to any bodily injury (including death), loss, or property damages caused by, arising out of, related to or associated with the use of the property or the participation of the vendor or by the vendor's employees, agents or invitees in the Village Christmas Craft Fair.

\_\_\_\_\_  
Seller's Signature

\_\_\_\_\_  
Date

Additional notes or requests: \_\_\_\_\_

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