# Greek Orthodox Church of the Holy Spirit's 2<sup>nd</sup> CHRISTMAS BAZAAR Crafter/Artist application and Vendor agreement

Event: 2<sup>nd</sup> Holy Spirit Christmas Craft Fair & Bazaar

Date/Time: Friday, December 1st, 2023 from 10 am to 4 pm

Saturday, December 2<sup>nd</sup>, 2023 from 10 am to 4 pm

Sunday, December 3<sup>rd</sup>, 2023 from 11:30 am to 2:30 pm

#### **Registration and Fees:**

- Registration contracts are due no later than November 10<sup>th</sup>, 2023. You will receive a
  confirmation email when your contract is received and accepted after 11/10/23. Late
  contracts are accepted only as space permits, on an individual basis
- All table fees are non-refundable.
- All crafters/vendors are asked to donate their "craft/product" approx. value of \$50 to
  the Church raffle, by Thursday evening before event. Crafters/vendors items will be
  individually displayed and earmarked at raffle table to show similar items available at
  their prospective tables. If unable to donate by Thursday evening set up time, please
  contact Alexandra or Diane for arrangements.
- Tables are provided and rental is as follows:

**Option 1**: 8 ft. table One day rental...\$40 Two day rental...\$60

**Option 2**: 4 ft. table space (part of 8 ft. table) One day rental...\$20 Two day rental...\$40

- All crafters/vendors may stay for Sunday hours, with no additional fee for table rental
- Table skirts will be provided upon request. Table covers are vendors' responsibility
- All vendor's merchandise and staff must fit comfortably on or behind the 8 ft. table, or 4 ft. space on shared table. 1-2 chairs will be provided. Space for storage under the table.
- Electricity is available on a first come, first-served basis per application form, and number available depends on how they fit into floor plan. Extension cords are NOT provided. Vendor is responsible for properly and safely setting up any extension cords.
- All vendors are required to man their booths and not tear down till end of day, 4 pm
- Coffee shop with drinks and daily homemade soups will be available on the premises
- No commissions will be collected by the GOCHS.
- GOCHS will not collect money on behalf of any exhibitor.
- GOCHS has the final decision on acceptance of vendors. Handmade products are allowed and preferred. Only one direct sales/marketing representative from different companies will be accepted.

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### **GENERAL INFORMATION:**

<u>Set up:</u> These times below are available for set –up. <u>ALL BOOTHS MUST BE SET UP BY 10 AM</u> AND REMAIN SET UP TILL 4 PM

- Thursday, November 30th, 2023 from 4:00-5:30 pm
- Friday, December 1<sup>st</sup>, 2023 from 8:00 9:45 am
- Saturday, December 2<sup>nd</sup>, 2023 from 8:00 9:45 am

<u>Tear down</u>: All vendors are required to remove their table/booth area by 4:00 pm Sunday, if opting to remain for Sunday. If 1 or 2 day rental, then must tear down and remove their items by 5 pm on Friday or Saturday. Teardown may only begin at 4 pm, when daily event ends. GOCHS are not liable for lost, stolen, or damaged merchandise or equipment. Setting up and leaving your merchandise and/or equipment on the premises is at your own risk.

<u>FOOD:</u> Homemade daily soups, some limited snacks and/or baked items and coffee/tea/water/soda will be available at the café area for purchase, with limited seating available. NO outside food sales allowed for this GOCHS Christmas Bazaar event. You may bring your own personal snacks to keep at your booth.

**<u>VENDOR PARKING</u>**: Vendor unloading and loading may take place thru the parking lot – double doors under awning. Event on first floor. After unloading, please park on the street and allow the parking lot available for customers.

**DISCLAIMER:** GOCHS is not liable for any damages, injuries or loss during the Event. VENDOR ASSUMES ALL RISK OF LOSS, AND/OR DAMAGES. Vendor further agrees to defend, indemnity and hold harmless GOCHS and its members and representatives against damages, injury or loss of any type under any circumstance, including loss, expense or judgment for injures or damages of any type to any person or property (directly or indirectly) arising out of or caused by the acts or omissions (negligent or otherwise) of Vendor or their employees or representatives in connection with the Vendor's use of GOCHS grounds and/or facilities. Any and all matters pertaining to required sales tax (e.g. collection, reporting and /or remittance to taxing authorities), and/or licensing for products sold, are solely the responsibility of Vendor.

<u>PROHIBITIONS:</u> Vendors may NOT use or sell, open flames, smoking, open alcohol, weapons, or toy weapons of any kind, loud sound systems, noisy generators, firearms, and other offensive, illegal or controversial items. GOCHS reserves the unqualified right to prohibit other categories, individual items, demonstrations or uses at its sole discretion.

<u>COVID:</u> On the date of the event, the most current state guidelines/requirements/recommendations must be followed. Hand sanitizer will be available.

# **GOCHS 2<sup>nd</sup> CHRISTMAS AND CRAFT BAZAAR - VENDOR APPLICATION**

Applications and check payments are due by **November 10<sup>th</sup>**, **2023.** Please make checks payable to the Greek Orthodox Church of the Holy Spirit, and reference Christmas bazaar booth rental Mail to: Greek Orthodox Church of the Holy Spirit, c/o Christmas Bazaar Committee

835 South Avenue, Rochester, NY 14620

Your Name:				
Company Name:				
Street Address:				<del>-</del>
City:	State:	Zi	Zip:	
Phone:	Email:			
Description of your products:				
Facebook/Etsy page or websi	te of your produ	ıcts if applicable	:	
RATES FOR LEASING TABLE S	PACE:			
Rate per 8 ft table lease or 4 f	t table lease (1/	2 the 8 ft.table	space, which will be sh	nared)
8 ft table for <b>ONE d</b> ay	\$40	FRIDAY	SATURDAY	SUNDAY
8 ft Table for <i>TWO</i> da	ays \$60			
4ft Table for <b>ONE</b> day	, \$20	FRIDAY _	SATURDAY	SUNDAY
4 ft Table I for <i>TWO</i> d	ays \$40			
Electricity (no charge	e, please check i	f needed) Pleas	e note, is not available	e at all booths
TOTAL DUE				

**TURN PAGE OVER PLEASE** 

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day of 2023.		or inform	ation, liability lin	nitations provided on this
Vendor's Signature		Vendor	r's printed name	_
GOCHS Bazaar Chairpersor	_ n [	Date		
OFFICE USE ONLY:				
Date received: Check #	Amount:			
Booth # assigned:				
Remaining for Sunday:		Υ	N	
Bazaar item received:	Υ	N		Date: