

Greek Orthodox Church of the Holy Spirit's 4th CHRISTMAS BAZAAR

Crafter/Artist application & Vendor agreement

Event: 4th Holy Spirit Christmas Craft Fair & Bazaar

Dates/Times: Friday, November 21, 202510:00 am to 4:00 pm

Saturday, November 22, 202510:00 am to 4:00 pm

Sunday, November 23, 202511:30 am to 2:30 pm

Registration and Fees:

- Registration contracts are due no later than **November 7, 2025**. You will receive a confirmation email or call when your contract is finalized after 11/10/25. Late contracts are accepted only as space permits, on an individual basis. We will contact you.
- All table fees are non-refundable.
- Tables are provided and rental is as follows:

Option 1: 8 ft. table

One day rental... \$40

Option 2: 8 ft. table

Two day rental....\$60

- 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. 1-2 chairs will be provided per table. Space for storage under the table available.
- Electricity is available on a first come, first-served basis per application form, and number available depends on requests and 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 event day.
- Coffee shop with drinks, daily homemade soups and some food will be available on the premises for purchase.
- No commissions will be collected by the GOCHS.
- GOCHS will not collect money on behalf of any independent exhibitor.
- GOCHS has the final decision on acceptance of crafters/vendors. Handmade products are allowed and preferred. Only one direct sales/marketing representative from different companies will be accepted.

GENERAL INFORMATION:

Set up: These times below are available for set –up. **ALL BOOTHS MUST BE SET UP BY 10 AM AND REMAIN SET UP TILL 4 PM, FRI/SAT, and 2:30 pm/SUN. If attending for only one day, check with organizer for more times.**

- Thursday, November 20, 2025 from 4:00 pm – 5:30 pm
- Friday, November 21, 2025 from 8:00 am – 9:45 am
- Saturday, November 22, 2025 from 9:00 am – 9:45 am

Tear down: 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 5:00 pm on Friday or Saturday. Teardown may only begin at 4:00 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.

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

VENDOR PARKING: Vendor unloading and loading may take place thru the parking lot – double doors under awning. Event is on the first floor. After unloading, please park on the street and allow the parking lot to be available for customers. Saturday/Sunday free parking available at Highland Parking Garage next door. Check for times.

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 injuries 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.

PROHIBITIONS: 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.

GOCHS 4th CHRISTMAS AND CRAFT BAZAAR - VENDOR APPLICATION

Applications and check payments are due by **November 7, 2025**. 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: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Description of your products:

Facebook/Etsy page or website of your products, if applicable: _____

RATES FOR LEASING TABLE SPACE:

Rate per 8 ft table lease

_____ 8 ft table for **ONE** day \$40 _____ *FRIDAY* _____ *SATURDAY*

_____ 8 ft Table for **TWO** days \$60

_____ STAYING FOR SUNDAY (no charge)

_____ Electricity (no charge, please check if needed) Please note, is not available at all booths or guaranteed if checked.

_____ **TOTAL AMOUNT DUE**

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Said Parties hereunto agree to Vendor information, liability limitations provided on this _____ day of _____ 2025.

Vendor's Signature

Vendor's printed name

GOCHS Bazaar Chairperson

Date

OFFICE USE ONLY:

Date received:

Check # Amount:

Booth # assigned:

Remaining for Sunday: Y N

Electricity requested Y N Date: