



## Fairfield Grace Holiday Gift Fair

**Event Date: Saturday, November 21, 2015**

**Event Time: 10am-4pm**

*All registrations and payments are due by **October 31<sup>st</sup>**.*

**Fairfield Grace United Methodist Church** will be hosting their annual holiday vendor fair inside the church the week before Thanksgiving. We are interested in having vendors who primarily work on cash & carry basis, or can handle catalog sales orders in time for the holidays.

Help us kick off the holiday season by sending in your applications now!

### **Cash & Carry or Catalog Orders that can be completed in time for holidays**

*Limited spaces for each product type*

*65 spaces available in total*

**Space is 5'x8'** (main hall, classrooms) **or 2'x8'** (hallways)

Tables and chairs are **not** included (can be rented for additional fee)

Electrical access guarantee is extra

<b>Space Location and Add-Ons</b>	<b>Fee Schedule</b>	<b># of spaces available</b>	<b># allotted for jewelers</b>	<b># with electrical access</b>
Main Hall (5'x8')	\$75	20	4	8
Entrance Hallway (5'x8')	\$75	2	1	2
Classroom (5'x8')	\$35	30	10	16
Hallway (2'x8')	\$25	13	3	0
Rent one 6' table and two chairs	+\$10			
Electrical Access	+\$5			

### **Publicity**

Fairfield Grace will be publicizing the event through standard town and local area promotions including but not limited to lawn signs & flyers in town, banners at church, and online promotion.

*Questions or applications can be submitted to*

*[www.fairfieldgrace.org](http://www.fairfieldgrace.org)*

*(475)882-2181*

*fgumcevents@gmail.com*



## Fairfield Grace Holiday Gift Fair Vendor Application

I would like to be a **vendor** at Fairfield Grace's **Holiday Gift Fair 2015** for

Full Day (10am-4pm)   
  Reduced Hours: \_\_\_\_\_ to \_\_\_\_\_  
*(no discount for reduced hours)*

**Contact Information**

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Description of products to be sold  
 \_\_\_\_\_  
 \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_

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

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

Web Site: \_\_\_\_\_

Facebook: \_\_\_\_\_

Twitter: \_\_\_\_\_

Space Location and Add-Ons	Fee Schedule	Quantity Desired	Amount
Main Hall (5'x8')	\$75		
Entrance Hallway (5'x8')	\$75		
Classroom (5'x8')	\$35		
Hallway (2'x8')	\$25		
Rent one 6' table and two chairs	+\$10		
Electrical Access	+\$5		
<b>TOTAL</b>			

*Acceptable forms of payment include check, money order or PayPal ([fjumcevents@gmail.com](mailto:fjumcevents@gmail.com)).*

By signing the below, you agree to become a vendor at Fairfield Grace Holiday Gift Fair. As a vendor, you also agree to abide by the restrictions and rules established in this application. See additional page for more details.

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

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

Submit application online to [fjumcevents@gmail.com](mailto:fjumcevents@gmail.com)

Or Mail To:  
 Fairfield Grace United Methodist Church  
 c/o Holiday Gift Fair Coordinator  
 1089 Fairfield Woods Road  
 Fairfield, CT 06825

## **Fairfield Grace Holiday Gift Fair**

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### **Fairfield Grace Holiday Gift Fair Rules and Regulations**

The Host and Vendor parties both agree to the following terms:

- The denomination, United Methodist Church, does not allow alcohol, gambling, lotteries or raffles on the church premises.
- Vendor will not sell or give away food or candy products without prior consent with the Event Coordinator. Requests must be made in writing.

Appearance, Installation and Tear Down:

- Vendor's Space shall be no bigger than 5x8 feet or 2x8 feet depending on location rented, or taller than 10 feet; shall be clean and orderly; and shall follow all applicable laws and regulations of the County and State of said Event.
- Vendor will be given access to Fairfield Grace no more than 2 hours before the Event starts to set up the Vendor's Space, goods to be sold, and anything else that is needed and customary to vend at that specific location.
- Vendor is responsible for skirting all tables to the floor, cleaning and maintaining the Space provided in an organized and neat manner. This responsibility includes Vendor's removal of bulk trash and leaving the Space in similar condition that it was in before the Vendor was there.
- The Vendor will not vend any items or services that are not disclosed here at the Event without prior written consent from the Host.
- Vendor will have access to the location for up to 2 hours following the Event conclusion to dismantle and remove all items brought to the Event by Vendor.

Displays and Signs:

- All displays and signs must be free standing. Displays and signs may not be attached to the walls, windows, window treatments, doors or archways of the Building by any means at all. Signs should not block other vendor's Space.

Vendor's Staff:

- Vendor's staff may exhibit that goods are for sale only while the staff is within the area of the vendor's specified location.
- Vendor's staff will be properly dressed and their appearance will be clean and neat and they shall conduct themselves in an orderly fashion.
- There is to be no loud distracting music, noise, and or sound amplification devices used by Vendor's staff at the above mentioned Event.

Payment:

- Space locations will be assigned by the host.

Insurance:

- Vendor is solely responsible to obtain insurance coverage on property brought into the Building. Vendor assumes full responsibility for items left in the facility. Host accepts no liability for lost, stolen or damages to Vendor's property and is not required to carry additional insurance to cover Vendor's property.

Indemnification:

- Vendor agrees to hold the Host free from any damages or claims that may develop in connection with participating in the above mentioned Event.

This contract shall be governed by the laws of the State of Connecticut in Fairfield County and any applicable Federal Law.