

CHURCH of the REDEEMER

8275 Meadowbridge Road, Mechanicsville, VA 23116

(804) 746-4911

30th ANNUAL CRAFT BAZAAR

Saturday, November 19th, 2011

9:00 AM - 3:00 PM

It's that time of the year...time for the craft bazaar at Church of the Redeemer. Attached is your Craft Show application and standards. Please read the enclosed Craft Show Standards, complete your application and return with a check as soon as possible, as the show sells out quickly. **Spaces will be assigned on a first come, first served basis. Your previous space, if any, will not be automatically held for you.**

Each space will be a minimum of 6 feet by 8 feet, and will be properly marked. We will provide two chairs for each space rented. The fee for each space is \$60.00. There will also be an additional fee of \$5.00 per table if you require us to furnish one for you. Outdoor spaces in front of the church are available for \$60.00 each. Tables and chairs are available for outside spaces but you MUST provide your own tent/canopy. Enclosed is a floor plan for the available spaces. Spaces marked with an "X" have been reserved and pre-paid by vendors who completed the advanced registration that was offered at last year's bazaar. Please note your preference of space location on the application and we will accommodate to the best of our ability.

The Bazaar will be open from 9:00 AM to 3:00 PM on Saturday, November 19, 2011. Doors will open at 6:00 AM for set up. You may set-up on Friday, November 18th from 3:00 to 9:00 PM. However, please be advised that Friday set-up will be **at your own risk**. The church will be locked, but there will be no overnight security available. All vendors must be set-up and ready for shoppers by 8:45am.

NOTE: Only HOME MADE CRAFTS MADE BY YOU are to be sold. Please refer to Craft Bazaar Standards.

Written confirmation with your assigned space number will be e- mailed upon receipt of your completed application and payment.

If you have any questions, please call Lynn Goellner 723-5193 E-mail lynngoellner@yahoo.com Leave a message and I'll call you back. We look forward to hearing from you soon!

Please read the following rules and regulations for the Church of the Redeemer Craft Bazaar before filling out and submitting your application. Thank you.

ENTRY REQUIREMENTS:

1. Complete and sign the application. The Hold Harmless agreement must be signed if you wish to participate in this show.
2. Enclose a check for the booth fee.
3. Deadline for applications is once the show is full. **THE SHOW SELLS OUT QUICKLY!**

CRAFT BAZAAR STANDARDS

Hand-made Crafts: *Using various materials to create or construct into a unique craft product.* Vendors must display and sell original work. *Commercial, imported or wholesale items WILL NOT be allowed.* The Redeemer Craft Bazaar Committee reserves the right to ask vendors to remove said items from your booth.

Space Assignment and Fees: Exhibit space will be assigned on first come first served basis. We will endeavor to honor choice of space as noted on the application in the order requests are received. In the event that preferred space has been assigned, we reserve the right to assign the next best available space. Spaces are approximately 8 x 6, unless noted otherwise. The booth fee is \$60 per space. Vendors are limited to two spaces in Genesis Hall, Genesis Commons, the Multi-Purpose Room or the Worship Commons area. Classroom spaces are available for \$60 per space or the entire classroom for \$180 (3 plus spaces). Tables are available for \$5.00 a piece. Outdoor spaces in front of the church are available for \$60.00 per space. We will rent tables for outside spaces @ \$5.00 each. You must provide your own tent/canopy. **ONLY THOSE LISTED ON YOUR REGISTRATION ARE ALLOWED TO SELL IN YOUR SPACE WITH YOU.**

Cancellation and Refunds: Refunds will only be given if we receive notice of cancellation in a timely enough manner so we can rent your space to a crafter on the waiting list. **Vendors may not resell their space to another vendor.** Vendors without a confirmation will be asked to leave without a refund. Crafters who fail to notify us of cancellation and/or fail to set up will not be eligible for future shows. Outdoor spaces are rented at your own risk. Refunds are not given due to inclement weather.

Booth Set-up and Breakdown: Vendors must have their booths ready for business and shoppers by **8:45 am.** All aisles surrounding their assigned area must be cleared of carts, merchandise, boxes, etc. We must enforce this for the safety of our shoppers and vendors. All displays are to remain set up until the close of the show at 3 PM. If you break down early, you will not be eligible for future shows. Please remove all trash.

Dimensions and Limitations: Displays must not exceed 6 feet in height. Displays must be constructed so as not to obstruct the general view or the view of adjoining booths. Permission to exceed 6 feet must be obtained in writing. The vendor will be advised of which space location will meet the requirements.

Food and Raffle Rights: Sale of food rights is strictly limited to Church of the Redeemer. Included are all baked goods, candies, etc. These items will be on sale along with coffee, soft drinks, hot dogs, etc. No exceptions will be made. Raffles of any type are also strictly limited to Church of the Redeemer.

Sales Tax: Sales taxes are the responsibility of the vendor.

Change: Vendors are requested to bring an ample supply of change. Redeemer is not able to honor change requests.

Electricity: If electricity is required, please note on the application. We will assign a space, as close to the electric outlet as possible but the responsibility for extension cords will be the vendors. All electrical cords must be concealed behind or under displays. **Booth space with available electricity is limited. In most cases, the spaces along walls have electricity available. Due to safety regulations, electricity may not be available to your booth space request.**

Confirmation: Written confirmation of your booth will be mailed

Protection of Church Property: Nothing shall be pasted, tacked, nailed, screwed or otherwise attached to columns, walls, floors or other part of the building or furniture. No open flames, such as burning candles are permitted. If you plan to demonstrate your craft, please protect the church property from damage.

Parking: All vendors must park in the designated vendor parking area. No parking in Church Parking lot during Craft Bazaar hours. This parking is needed for our valued customers.

Smoking: No smoking will be permitted anywhere in the building.

Security: The church will be locked at night. Every precaution will be taken to secure your property. However, we cannot be responsible or liable for any injury in your booth to any customer or exhibitor and/or, loss or damage property in your booth for any reason.

Waiting List: A waiting list will be established when all vendor spaces are sold. Any cancellations will be filled from the waiting list. All vendors on the waiting list will be included in our new vendor package mailing

**CHURCH OF THE REDEEMER CRAFT BAZAAR
2011 SPACE RESERVATION FORM
NOVEMBER 19, 2011**

NAME: _____ **HOME TELEPHONE:** _____

BUSINESS NAME: _____ **WORK TELEPHONE:** _____

ADDRESS: _____ **E-MAIL:** _____

CITY: _____ **STATE:** _____ **ZIP:** _____

_____ Number of spaces requested at \$60.00 per space. _____ Number of tables requested at \$5.00 per table

_____ Number of outdoor spaces requested at \$60.00 per space

Requested space _____ 1st choice _____ 2nd choice _____ 3rd choice _____ 4th choice _____ 5th choice

We provide two (2) chairs per space.

Please check those that apply:

_____ **I will not** need the 6 foot table. _____ **I will not** need the chairs. _____ **I will** require electricity (wall spaces only)

_____ **I will set-up on Friday evening.** _____ **I will set-up on Saturday morning.**

Special requirements or requests:

Types of Crafts: _____

MUST BE

HOMEMADE!

HOLD HARMLESS AGREEMENT: I have read all rules carefully and agree to abide by them.

I/We _____, agree to hold harmless The Church of the Redeemer, its members, its affiliates, associates, tenants, committee members thereof, from any claim for damages, loss, cause of action, or cost whatsoever, in connection with a crafts bazaar including but not limited to injury to person, damage to property, loss by fire, theft or any other cause, nor will I/we be a party to any law suit. This is a legal and binding hold harmless agreement.

SIGNATURE: _____ **DATE:** _____

CO-WORKERS SIGNATURE _____ **DATE:** _____

Make checks payable to **CHURCH OF THE REDEEMER** and mail reservation form with payment to:

Lynn Goellner
7140 Brandy Hill Terrace
Apt 104
Mechanicsville, VA 23111