

Alliance Holiday Bazaar 2011

Rules for Event

- Date:** Saturday, December 3, 2011 9:00 AM – 4:00 PM
- Location:** Richland Alliance Church
Corner of Sanford Ave. and Symons St.
1400 Sanford Ave.
Richland, WA 99354
- Fee:** Per Space: \$35 Upstairs Main Hall/Foyer/Front Room
\$25 Rooms off Foyer
\$5 Table rental fee (optional)
- Deadline:** November 15th - after that add additional \$10 late fee
- Booth Setup:** Friday, Dec.2 - 6pm to 9pm and Saturday, Dec 3. 7am to 9am

Thank you for being a part of our "Alliance Holiday Bazaar". All of our Space Fees and Table Rentals will be going to our church youth group to help build a fund for teens to attend youth camps.

- 1. The church will be open for crafters to setup on the Friday evening before the event between 6:00PM and 9:00 PM or Saturday morning at 7:00 AM to 9:00 AM. If you have a need to set up earlier, call Debbie for availability (509-438-3309). All crafters are to be set-up and ready to sell by 9:00 AM and must remain set-up until the show ends at 4:00 PM. Absolutely no early departures.**
- 2. Our youth will also be having a bake sale and ask that no other baked goods be sold.**
- 3. Space reservation/ preferences will be given on a first come first serve basis. Get your applications in early.**
- 4. We will confirm your reservation by letter, email or phone call upon receipt. Space number will be given out at event.**
- 5. Booth size is approximately 8 ft X 8 ft but may vary depending on room. Two chairs will be provided as part of the space rental. You provide the tables or you can rent tables as indicated on the application.**
- 6. Nothing shall be nailed, stapled, or otherwise affixed on the walls, floors, or any part of the exhibition rooms.**
- 7. Designated parking area for exhibitors will be at the rear of the building or on back street. The closest parking is to be reserved for your customers.**
- 8. Space to be kept clean throughout the event all trash to be picked up afterwards.**
- 9. Please keep all displays and products to be sold "family friendly". You may only sell what is described in your application unless you get prior permission from event coordinator.**
- 10. All applications and payments are due by November 15th, 2011 and are non-refundable. A fee of \$10 will be added to the space fee for late registrations.**

We promise to advertise and promote our event for you. If you would like flyers or posters to help promote the event please contact us and we will have them available for you. If you have any questions you may call Debbie Van De Mark at (509) 438-3309 cell. If I do not answer please leave a message and I will get back to you ASAP.

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Vendor Application

Vendor Name: _____

Business Name: _____

Mailing Address: _____

City: _____ **State/Zip:** _____

Phone: _____ **Cell:** _____

Email Address: _____

Exactly what you will be selling: _____

Please Reserve: # of spaces _____ **\$35 Upstairs Main Hall/Foyer/Front Room**

_____ **\$25 Rooms off Foyer**

_____ **# of tables at \$5 each**

_____ **# of pre-ordered Baked Potato Bar \$5 each**

(Baked potato all the fixings, cookie and a water or soda)

\$_____ TOTAL (checks payable to Richland Alliance Church)

Will you need an electrical outlet (no extra cost) ? _____ **Electrical Equipment**

to be used? _____

Special needs: _____

Would you be willing to donate an item for our fundraising Silent Auction/ Door prizes

and have your name and location posted at the entrance? _____ **If yes what would you**

like us to list as your donation? _____

_____ **Value? \$** _____

(Office Only: Date Rec'd: _____)

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Vendor Indemnity Contract

Read Carefully Before Signing

The signed Vendor(s) agrees to indemnify and hold harmless the 'Alliance Holiday Bazaar' and Richland Alliance Church, managements, owners, operators, sponsors, employees, volunteers and all associated with the named event; others who occupy any position from any claims, injuries, damages, loss of actions caused or suffered by the participants arising out of the activity or participation of the vendors connection with this event and any future participation. Vendor also agrees to save and hold harmless all mentioned a forehand from any and all damages of, or loss to personal property inclusive of all rental areas for display and effects of the Vendor stored or used during this and any event. These signatures releases sponsors, et all, from any and all financial liability or obligation while participating in any or all events. Participant also agrees to follow criteria for display, location and rules set forth by management, either verbally or in writing inclusive of the "Rules for Event". Failure to do so, Vendor will be required to evict premise with no refund. This wavier also releases to the Richland Alliance Church's Alliance Holiday Bazaar and legal sponsors associated with this event, the use of photos to be had with no monetary distribution or compensation to the signed applicant or others; which will be used strictly for future press or advertising purposes. Absolutely no refunds for participants cancellation. Show hours are subject to change, pre-registered participants will be notified. No alcohol or pets in the selling area.

The applicant has read this application and agrees to comply.

Applicant Signature: _____

**Mail Completed & Signed Application with check or money order to:
Richland Alliance Church, Attn: Holiday Bazaar, 1400 Sanford Ave, Richland, WA 99354**

