

Grace United Methodist Church 2016 Fall Festival Vendor Agreement

Saturday, October 8, 2016, 9 a.m. to 3:00 p.m.

1. BOOTH DESCRIPTION:

- Exhibitors' Market spaces are located out of doors at Grace United Methodist Church in Copperas Cove. You will supply your own furnishings - tents, tables, chairs, awnings, supplies, lighting, and electrical power. (One table and two chairs are available for an additional \$10 rental fee with advance notice.)
- All sale and display items will be contained within the 10' x 10' assigned booth area. If the merchandise or equipment extends beyond the booth space you will be required to purchase two spaces.
- Electricity is NOT available. If electricity is required, you must bring your own generators and fuel.
- Confirmations will be sent to you upon receipt of full payment and pending the approval of your merchandise. Your booth assignment will be given to you upon your arrival at the festival.
- Booths will be filled on a first-come, first-served basis. Exclusivity of brands is guaranteed (there will only be one vendor for each brand).

2. BOOTH FEES:

- **FEE:** \$50 for a 10' x 10' space (payable in advance), plus contribution of a suggested \$50 retail value item for the live auction. Ideally, your donated item will be a unique product not available for sale at your booth.
 - NO REFUNDS after September 25, 2016.
- **Methods of payment:** Checks or Money Orders made payable to: Grace UMC, Cash, or Credit Card.
 - Personal Checks will be accepted only until September 25th.
- To be accepted as a vendor in the GUMC Fall Festival, complete and mail the Vendor Application form with check made payable to Grace UMC to:

Bob & Coleen Crouch
606 Preakness Drive
Copperas Cove, TX 76522
- If you want to pay through a method other than personal check, please deliver it in person to Grace United Methodist Church.

3. MERCHANDISE:

- Photos of your merchandise (items to be sold, displayed or given) will be submitted with the application.
- **All items** displayed, sold or given during the show must be listed in the field below labeled "MERCHANDISE OFFERED." Once accepted, you may not add any additional items without the approval of the GUMC Fall Festival committee. Violations of this rule will result in immediate cancellation of any agreement and forfeiture of all fees.

Grace United Methodist Church

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4. RESTRICTIONS:

- No merchandise may be sold bearing the Methodist, Fall Festival, or GUMC logos.
- Absolutely NO animals will be allowed on church grounds (exceptions include Service Animals).
- Food and/or beverages will be sold only by food vendors. This includes bottled water, snow cones, popcorn, cotton candy, etc. (Exceptions include canned, jarred, or packaged items.)
- **This is a Christian, family-oriented event.** NO guns, knives, fireworks, anti-Christian, pornographic material, or games of chance will be allowed. Violators will be subject to immediate removal without refund. The Fall Festival Committee reserves the right to remove objectionable exhibits.
- Vendors seeking to promote political expression, special interest groups, and religious or social commentary will not be accepted.
- You are responsible for paying all applicable sales taxes on your merchandise.

5. **RAIN POLICY:** Fall Festival will continue, rain or shine, with no refund of fees. It is up to your discretion to remain or leave.

6. SET UP INFORMATION:

- Fall Festival committee members will greet vendors upon arrival and be available to assist throughout the festival.
- You are required to be set up by Saturday at 9:00 AM. If you will be delayed, you **must** notify the Fall Festival committee by calling Coleen Crouch at 254-371-9416. Failure to do so can result in forfeiture of booth fees.
- Vehicles will be permitted in the market area for unloading, but must be removed immediately after unloading and before 8:45 AM. No vehicles will be allowed into the market area during fall festival hours.

7. **TEAR-DOWN TIME:** Booths must remain set up until 3:00 PM.

8. **LIABILITY:** The GUMC Fall Festival Committee, its officers, agents, employees and other representatives, will not be held liable, and they are hereby released from liability for any damage, loss, harm or injury to the person or property of the exhibitor or any of its representatives resulting from theft, fire, water, weather, accident or any other cause. The exhibitor shall indemnify, defend, and protect the GUMC Fall Festival Committee against all claims, demands, suits, liability, damages, loss, costs, attorney's fees and expenses of whatever kind or nature, which might result from any action or failure to act on the part of the exhibitor or any of its officers, agents, employees or other representatives.

9. **POINTS OF CONTACT:** If you have any questions about the GUMC Fall Festival, please contact Vendor Coordinator Coleen Crouch at 254-371-9416 or CrouchCL@earthlink.net OR Fall Festival Coordinator Doug Vaughn at 817-269-1673 or dougvl@prodigy.net.

2016 Fall Festival Vendor Application

BUSINESS NAME:	
CONTACT PERSON:	
CELL PHONE NUMBER:	
E-MAIL ADDRESS:	
WEB SITE:	
MAILING ADDRESS:	

MERCHANDISE OFFERED:

- List all items to be displayed, sold, or given during the show. (Attach additional sheets write on back of this application if necessary.)
- Once accepted, **you may not add any additional items** without the approval of the Committee. Violations of this rule will result in immediate expulsion from Fall Festival and forfeiture of fees.

SPECIAL NEEDS: Please describe any special needs or requests.

* * * * * **ATTACH PHOTOS OF YOUR MERCHANDISE** * * * * *

The submission of this application indicates that you, the vendor, understand and agree to the rules and regulations.

Signature: _____

To be accepted as a vendor in the GUMC Fall Festival, complete and mail this form with check made payable to Grace UMC NLT **September 25th** to:

Bob & Coleen Crouch
606 Preakness Drive
Copperas Cove, TX 76522