
2018 CHRISTMAS BAZAAR

Calvary Episcopal Church

Vendor Contract Agreement

Thank you for your interest in participating in the Calvary Episcopal Church 2018 Christmas Bazaar. This event will be open to the entire community.

DATES and TIMES:

Calvary's 2018 Christmas Bazaar will be held on Saturday, December 1, 2018 from 9am to 3pm inside the church building at 304 Lore Ave, Wilmington. Vendors may begin checking in and setting up on the day of the Bazaar beginning at 7:30am. Vendors must be set up and manned no later than 8:45am on Saturday. Vendors may not start to break down their areas until 3:00pm Saturday.

ADVERTISING:

The News Journal, Delaware Online, Social Media, local TV and radio such as WSTW and WJBR Community webpages, flyers posted at multiple community businesses, signage posted along Philadelphia Pike, Calvary's website, The Learning Center's website, Calvary's monthly newsletter, Delaware Communion: *The Newspaper of the Diocese of Delaware*, including website and the weekly Bishop's email newsletter and word of mouth.

DONATIONS:

Each vendor is asked to provide one item at no charge to Calvary for our raffle. Please bring this item with you at check-in along with your business card or contact information. When displaying your item for the raffle, it will clearly be marked with your business name. This is a great way to promote your booth during our Bazaar!

VENDOR INFORMATION:

1. Space fee is \$25.00. Vendors may use their own tables and chairs. An 8ft rectangular table can be provided for a fee of \$5.00. This must be requested with the application.
2. Space will be assigned in advance of the Bazaar, based on the order in which the signed contracts and payments were received. An effort will be made to separate vendors selling similar products. However, all assigned areas are final and no changes will be made during the set-up process for any reason.

3. Vendors will be responsible for setting up their own areas and for providing their own dollies/carts.
4. Vendors must keep the aisles free of merchandise and will be limited to the space provided.
5. Vendors will be responsible for their own cash box and receipts.
6. After unloading merchandise, vendors are to move their vehicles away from the building to accommodate customers as parking is limited.

DEADLINES and PAYMENT INFORMATION:

Contracts must be signed and returned, along with payment in full, no later than November 26, 2018. Please make checks payable to Calvary Episcopal Church and mail to Calvary, 304 Lore Ave, Wilmington, DE 19809. Reservations will be confirmed by email. A \$25.00 fee will be collected for any checks returned due to insufficient funds.

****Please note: Fees are non-refundable**

DISCLAIMERS:

Space is limited and will be offered on a “first come, first served” basis. Calvary Episcopal Church will not be responsible for any lost or stolen merchandise, property or money. Calvary Episcopal Church, its staff and members will be held harmless in case of any accident or injury that may occur during set up, take down and the event.

CONTACTS:

If you have any questions or need additional information, please contact Calvary Episcopal Church at 302-764-2027 or Calvary304@aol.com.

2018 CHRISTMAS BAZAAR

Calvary Episcopal Church

Saturday, December 1, 2018 9am-3pm

304 Lore Avenue, Wilmington, DE

Vendor Registration Application

Registration Deadline: 11/26/18

Please print clearly

_____	_____	_____
Name	Phone	Business/Tax ID
_____	_____	_____
Address	City	State Zip
_____	_____	_____
Email Address	Business Name	

I am a: Crafter Direct Sales Distributor Organization

Please provide a brief description of what you will be selling/advertising:

I need (enter quantity) _____ of space @ \$25.00 per space

I will need (enter quantity) _____ table/s @ \$5.00 each Total _____

Please make checks payable to: **CALVARY EPISCOPAL CHURCH**

Signature _____ Date _____

Reservations will not be accepted without signature. Your signature indicates acceptance of the

Vendor Contract Agreement

Mail completed registration form WITH check or money order to:

Calvary Episcopal Church, 304 Lore Ave, Wilmington, DE 19809

Questions? Contact Calvary at: (302)764-2027 or Calvary304@aol.com

OFFICE USE ONLY: Date Rec'd ____ Payment ____ Check Number ____