

Church of the Holy Spirit
Christmas Craft Bazaar Contract
Saturday, December 3, 2016
10am—3pm

EXHIBITOR NAME _____ BUSINESS NAME _____

ADDRESS _____ PHONE _____ EMAIL _____

CRAFT DESCRIPTION: _____

\$ _____ SPACE INSIDE \$ _____ 12X12 SPACE OUTSIDE

ELECTRIC Y / N # OF TABLES _____ BOOTH # ASSIGNED _____

The **EXHIBITOR** agrees to exhibit for sale only authentic arts and crafts or edible items appropriate to the venue. **CHURCH OF THE HOLY SPIRIT** reserves the right to exclude any crafts, decorations, inventory from the show.

The EXHIBITOR agrees to pay the non-refundable fee of \$ _____ for a space for Saturday, December 3rd.

Table rentals are an additional \$5 per 8' table. The appropriate fee must accompany the contract to guarantee space. All spaces are assigned on a first-come, first-paid, first-served basis according to the date your check is received. The **CHURCH OF THE HOLY SPIRIT** reserves the right of **EXHIBITOR** placement. Postdated checks will NOT be accepted. **All EXHIBITORS' preferences must be stated IN WRITING;** including electric needs. Outside spaces may require the use of an extension cord to be provided by the **EXHIBITOR** and is not guaranteed.

Set-up must be completed between 8am and 10am the day of the show. **ALL EXHIBITORS** are to set-up at the designated times only. **EXHIBITOR** entrances will be open only during set-up times. **EXHIBITORS** not set-up by 10am on Saturday will forfeit their space and/or table. **No refunds will be issued.** No accommodation will be made for late arrivals unless otherwise agreed below. During set-up, the **EXHIBITOR** shall use either entrance door and **TEMPORARY parking** will be available to accommodate loading / unloading. **EXHIBITORS** must park on administration parking area during the show.

The **EXHIBITOR** is encouraged to decorate assigned area. However, any action that precipitates the marring of the **EXHIBITOR's** assigned table, floor and/or wall areas (if applicable) is strictly prohibited. Nails, pushpins, etc. will

not be allowed. The **EXHIBITORS's** display may not encroach upon neighboring display areas or foot traffic area. The **CHURCH OF THE HOLY SPIRIT** reserves the right to determine infringement and is the final arbiter thereof.

All **EXHIBITORS** must wait until 3pm on Dec. 3rd to dismantle, move inventory or take down display(s) and all property unless otherwise noted on this contract. All **EXHIBITOR** crafts, displays, inventory, decorations, etc must be removed from the premises no later than 6pm on Dec. 3rd.

The **CHURCH OF THE HOLY SPIRIT** shall have absolutely NO LIABILITY for any loss. The **EXHIBITOR** hereby releases **CHURCH OF THE HOLY SPIRIT**, its officers, employees, or volunteers from any liability whatsoever for any injury or loss or damage to person or property sustained by the undersigned for any member of family, in attendance, and the undersigned agrees to defend and indemnify **CHURCH OF THE HOLY SPIRIT** from any liability or loss they might sustain by reason thereof. Any and all photographs taken during any event located at **CHURCH OF THE HOLY SPIRIT** becomes the sole property of **CHURCH OF THE HOLY SPIRIT** and can be used for future advertisements at their discretion. All sales are to be performed at the allotted space the day of the show. **EXHIBITORS** assume sole responsibility for transactions including sales, taxes and refunds between the customers and the **EXHIBITORS**.

NO REFUNDS WILL BE ISSUED FOR ANY REASON WHATSOEVER.

EXHIBITOR SIGNATURE

DATE