

Christmas Bazaar
At Annandale United Methodist Church
6935 Columbia Pike; Annandale, VA 22003
November 6, 2010 10am to 3pm

Name: _____

Address: _____

Email: _____ Phone: _____

Web Address if available: _____

Craft Category or product name:

Fees:

\$_____ \$30 8x8 Section # of sections _____
\$_____ \$45 10x10 Section (limited spaces) # of sections _____
\$_____ \$10 Table 8ft # of tables _____
\$_____ \$5 Electricity
\$_____ Total cost Enclosed

Please mail registration form, registration fee, and table fee to Annandale United Methodist Church; Attn: Cyra Doty; 6935 Columbia Pike; Annandale, VA 22003. **Please make your check payable to “Annandale United Methodist Church” in the memo part of your check write “Christmas Bazaar”.**

Cancellation Policy

Advance registrations are essential in order for us to plan our craft fair. Therefore, any artist, crafter or vendor who cancels after September 13, 2010 will be held financially responsible for their reservation.

The undersigned does hereby discharge, release and hold harmless, Annandale United Methodist Church and co-sponsors from personal injury, property damage, or theft during the show. I have read and fully understand all the guidelines concerning the Christmas Bazaar.

Signature _____ Date _____

If you have any questions please contact Cyra Doty at radu94@aol.com.

Annandale United Methodist Church Christmas Bazaar

Rules & Guidelines for Vendors

Date: Saturday, November 6, 2010

Time: 10:00 AM – 3:00 PM

Location: 6935 Columbia Pike, Annandale, VA 22003

Set-up: Friday; November 5th from 7pm to 9pm
(church locks; craft area does not lock)
Saturday, November 7th from 8am to 10am

Contacts: Cyra Doty; Radu94@aol.com; 703-354-5330

Show Size: Approximately 35 vendors

1. Setup times are Friday, November 5th from 7pm to 9pm and on Saturday, November 6th from 8am to 10am. You may unload in the curb lane by the front doors, but please move your car to the parking lot behind the church as soon as you are done unloading.
2. Exhibitors must have their space set up and ready by 10am. You must check-in by 9am on Saturday, November 6th if not your space may be given away to another vendor or you may not be allowed to participate.
3. Please check-in at the front main entrance to receive your space assignment and welcome packet.
4. Exhibitor who request upon registration and pay for one 8-foot table will be provided one in their section. You also have the option to provide your own table. All work and displays must stay within the designated 8x8 space or 10x10 space. Please keep your area appealing by hiding extra boxes, merchandise & debris. Exhibitors should not solicit, approach patrons, or distribute advertising material outside the booth area.
5. Chairs will be provided. (2 per space)
6. All tables, either provided by the church or brought by exhibitors, must have a floor length tablecloth or drape.
7. If electricity was requested on your application, your space assignment will be in close proximity to an electrical outlet. You must bring your own extension cords and/or power strip and tape it to the floor.
8. All items for sale must be considered “appropriate” and “family friendly” for a church function. Annandale United Methodist Church reserves the right to remove any item from the display that does not in fall in this category.
9. Light Food will be available for purchase. Free coffee and hot water will be available throughout the day.
10. Sales tax will be the responsibility of the exhibitor.

11. The Annandale United Methodist Church will not accept responsibility for lost, stolen, or damaged articles nor will they be responsible for any financial commitments and/or obligation undertaken by an individual, business, or organization.
12. Alcoholic beverages, pets and unsupervised children are not permitted. Smoking is not permitted in the building or on church grounds (except designated areas). A professional attitude and consideration for co-exhibitors are expected at all times.
13. Exhibitors will be responsible for cleaning up their display area and disposing of any trash before leaving. We ask that the displays are removed by 5:00 PM.
14. We will do our best to make sure our show is well organized and a positive experience for you. To instill variety, we accepted a limited number of exhibitors per category (e.g., jewelry, handbags, bath & body, etc).
- 15. Jewelry must be handmade by exhibitor no resell.**
16. Volunteers will be available throughout the event to answer any questions and provide assistance.
17. Exhibitors that do not adhere to all the regulations or misrepresent their work will be asked to leave the show.
- 18. Each Exhibitor upon check-in is requested to provide a \$20 item to Annandale United Methodist Church for a church wide fundraiser.**