

# **ELC CRAFT FAIR/FLEA MARKET**

## **VENDOR GUIDELINES/TERMS/CONDITIONS**

### **WELCOME VENDORS!**

Emmanuel Lutheran Church (ELC) Craft Fair/Flea Market (Saturday, May 20, 2023 from 1:00PM-5:00PM) is located indoors in the fellowship hall of Emmanuel Lutheran Church – 69 West Broad St, Souderton, PA 18964. ELC serves the local community, as well as communities abroad, and with this event will donate all proceeds to earthquake relief in Turkey/Syria via [www.lwr.org/quake](http://www.lwr.org/quake) and [www.shelterboxusa.org](http://www.shelterboxusa.org).

- 1) **Accepted Items:** All crafts and flea market products for sale must be made by or owned by the person occupying the space unless otherwise listed on the application as having permission to sell those products.
- 2) **Restricted Items:** ELC prohibits the sale of firearms, ammunition, flammable liquids or devices, pets, illegal substances including paraphernalia, certain food items (i.e. hotdogs, soft pretzels, baked goods), and any item that goes against the teachings/beliefs of the church. ELC reserves the right to excuse any vendor they deem not in compliance with the listed items and NO refund will be issued.
- 3) **Space:** 10'x6' indoor space which includes 1-8'x3' table and 2 folding chairs. Any additional equipment must be supplied by the vendor.
- 4) **Contract for Space:** Deposit of vendor's \$30 non-refundable fee does not constitute contract acceptance. The signed application for space and payment constitutes a contract for the right to use the space allotted only after it is accepted by ELC.
- 5) **Payment:** \$30 non-refundable fee. Cash, Check, or Venmo. Checks made payable to Emmanuel Lutheran Church (memo-craft fair).
- 6) **Care of Building and Equipment:** Vendors agree not to deface or destroy the walls and floor of the building, the booths, and the equipment provided to them. If damage occurs, the vendor is liable for the resulting damages.
- 7) **Your Booth:** Vendors must maintain their booth in a neat, reputable, and sanitary manner. At the end of the event, vendors need to clean up their booth area and take their garbage with them or dispose of it in the designated areas provided by ELC. Two days prior to the event vendors will receive an email with the site map and booth location.

- 8) **Set Up and Clean Up:** Set up will begin at 11:30AM. Vendors must be set up by 12:45PM. The fellowship hall will open to the public at 1:00PM and close at 5:00PM. Please do not start to breakdown before 5:00PM. All clean-up must be finished and fellowship hall cleared by 6:00PM.
- 9) **Loading/Unloading/Parking:** Parking is limited. Vendors must park in designated loading/unloading areas and walk all equipment/supplies to assigned vending location. Vendors must unload and move their vehicles to the designated parking area BEFORE the event opens to the public.
- 10) **Rain Date:** This event is rain or shine. In the event of dangerous or severe weather conditions, ELC will make its best effort to reschedule the event, but ELC reserves the right to cancel the event and NO credits or refunds will be given. All weather-related changes will be called 24 hours in advance.
- 11) **Liability:** Vendors will assume full responsibility for their booths. ELC is not responsible for any damages, loss, or theft, or for any personal injury incurred during the event. Note: Please read, sign, and date separate liability waiver.
- 12) **Default/Cancellation:** If a vendor defaults in any of its obligations under this agreement, ELC reserves the right to remove all parties from the event and NO refund will be given. Cancellation notification must be made in writing to ELC and will be reviewed. ELC is not obligated to return the non-refundable \$30 event fee.
- 13) **Consent to Photography/Videography:** ALL vendors and participants may be photographed/videotaped during the event. ALL vendors and participants consent to the reproduction and use of any such photographs and videotapes by ELC for educational, public relations, and/or promotional purposes and waive any claim by the vendor or participant, or anyone claiming under or through them, for compensation of any kind in exchange for such photographs, videotapes, and use. If you prefer not to consent, please let us know.
- 14) **Marketing/Media Acclaim:** Please send your logo (jpeg or pdf) for us to use on our marketing materials. Please help us to promote YOU by liking and sharing our event on social media and our web-site page ( [www.emmanuelchurch.net](http://www.emmanuelchurch.net) ). Please send us any print articles, online article links, awards or any other public acclaim so we can advertise your success!

Thank you for your participation! We look forward to meeting and working with you!



I agree to the terms and conditions outlined in this agreement.

Company Name/Name/Authorized Representative: \_\_\_\_\_

Title: \_\_\_\_\_

Contact Info (phone/e-mail address): \_\_\_\_\_

Craft or Flea Market Item Description: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\*Please e-mail all scanned documents to [emmanuel@emmanuelchurch.net](mailto:emmanuel@emmanuelchurch.net) by May 10, 2023. All contracts will be reviewed and approved/denied within 24 hours of receipt of complete documents and payment.\*

ELC Use ONLY:

\_\_\_\_\_ Deposit received \_\_\_\_\_ Agreement signed \_\_\_\_\_ Liability Waiver Signed \_\_\_\_\_ Vendor Approved

\_\_\_\_\_ Vendor contacted of decision \_\_\_\_\_ Initials of representative reviewing \_\_\_\_\_ Date