

Vendor Application

St. Andrew's United Church
Christmas Craft Sale & Silent Auction
November 4, 2017 9am to 2 pm
www.standrewsuc.ca

Please read the following carefully.

Submitting this application signifies your agreement to the following terms:

1. **NOTE:** Submission of this application does not guarantee a space at the Craft Show. Confirmation will be sent by the Vendor Co-ordinator.
2. You agree to include the full amount for your table rental with the application (**cash or cheque only**, payable to **St. Andrew's United Church**). In the unlikely circumstances that the event is postponed or cancelled, or if your application is turned down, St. Andrew's United Church will refund this payment. A receipt for the registration fee will be available upon request. *Please note:* we cannot accept electronic transfers for the fee at this time.
3. You agree to sell only the types of items you have listed, and for which photos have been submitted, and that you will **not** sell items that are not visually appropriate for all ages. Larger items must either fit under the table or go behind the table. Due to our limited space, nothing is to block the aisles or block other vendors' displays.
4. You commit to being fully set up by 8:45 am on Saturday November 4th and will **not** start packing up until 2:00pm. (The doors will open at 7:30 am for vendors with set up Friday night available by prior arrangement). *Please note:* while the church is fully accessible, there will be no trolleys or carts available for vendor use. There is an elevator should your table assignment be on the lower level.
5. You agree that St. Andrew's United Church is not responsible for the loss or theft of any of your wares or personal belongings.
6. You take full legal responsibility for your wares (this is mainly pertinent to consumables.) *Please note:* that we try to keep our facility scent and nut free. Please clearly label any/all food items for sale.
7. You consent to having your photograph, and those of anyone with you, taken and published on the St. Andrew's United Church website (No identifying information will be added to photos.)





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Name: _____

Business Name: _____

Street Address: _____

Town: _____ Postal Code: _____

Phone: _____ Email: _____

Website: _____

May we use your name and/or website in our event advertising? Yes No

Items for Sale:
(Description,
photos also
required) _____

Booth Space (max 4 booths per vendor) _____ X \$30.00 each (by June 1st) =
_____ X \$35.00 each (after June 1st) = \$ _____

Number of 6'tables required (max 1 table per booth space) _____

Number of Chairs (per Vendor, max 2 for single table) _____

We will be having a Raffle and Silent Auction. Are you willing to donate one of your items? (Donation must be at the church by Nov 1st) Yes No

Payment receipt required? Yes No

Will you need electricity? (no charge) (limited availability, first come/first served) Yes No

Do you require WiFi access for processing payments? Yes No

Completed application and full payment to be submitted to:

Vendor Co-ordinator
c/o St. Andrew's United Church
89 Mountainview Rd S
Georgetown ON
L7G 4T9

Church Office Hours
Tuesday & Wednesday 9 am to 1 pm
Thursday 9 am to 5 pm

StACraftSale@hotmail.com