

2024 Vendor Application

Holy Cross Lutheran Women's Missionary League (LWML)

Christmas Craft Fair and Luncheon

Date: Saturday November 9th, 2024 9AM to 3PM

Location: Holy Cross Lutheran Church, 2920 Hwy 42 West, Clayton, NC

Vendor Application Form

Name of Vendor _____

Business Name _____

Address: Street _____ City _____ State _____ Zip Code _____

Email Address _____

Phone (H) _____ Cell _____

I wish to receive notifications by (please check one) Email _____ (H) phone _____ Cell _____

Briefly describe the items you will be selling at the Fair. Provide pictures if available.

ALL BOOTHS WILL BE INSIDE

- 8' X 8' booth rent will be \$50.00 # _____ X _____ cost \$ _____
- 8' X 8' booth with electrical outlet \$60.00 (limited number available) # _____ X _____ cost \$ _____
- 8' L X 4' W booth rent will be \$30.00 # _____ X _____ cost \$ _____
- Total fees payable by cash or check to Holy Cross LWML Total Fee \$ _____
- One 6' table and one chair will be provided at no cost if requested Yes _____ No _____
- Vendors agree to relieve sponsor, Holy Cross Lutheran Women's Missionary League (LWML) and Holy Cross Lutheran Church of any and all liability from fire, theft or accident of any cause. All property brought to the Christmas Craft Fair by the vendor will be at the risk and responsibility of the vendor. This was formally agreed upon through your signature on this application and receipt of payment.

APPLICATION REQUIREMENTS

- Application period **August 5th to October 25th 2024**. Spaces are limited, so registration will close when spaces are filled.
- **COMPLETE** and **CHECK YOUR APPLICATION** to make sure it is correct. *The Fair Committee does not assume any responsibility for incomplete applications including fees. There is no guarantee or promise made or implied that a space will be available pending application corrections.* **Write a check for the correct amount payable to Holy Cross LWML.**
- Return the completed application and payment to Holy Cross Lutheran Church, 2920 Hwy 42 West, Clayton, NC 27520. Please mark your envelope Attn: LWML.
- Returned checks are subject to a return fee of \$35 and become the responsibility of the vendor.
- Applications will be reviewed and the Vendor will be notified of his/her acceptance /non acceptance using the method she/he indicated on their application within 2 weeks of application receipt. Those receiving Approved Application notifications shall confirm their acceptance **within 7 days** of date of notification. If Vendor fails to do so the application will be marked no response and CANCELLED AND ALL FEES FORFITED.
- Vendors not accepted will have the option to have their check returned or shredded.
- The Fair committee reserves the right to limit the number of vendors in any particular category.
- Each vendor will keep the proceeds of their sales and are responsible for the collection and reporting of any taxes where applicable.

ADDITIONAL INFORMATION

CHECK-IN/SET UP – A Photo ID matching the original application will be required.

Early set up: Friday, Nov 8th 6:30PM – 8:30PM. There are no exceptions to these times because of our Child Development Center hours.

Same day set up: Saturday, Nov 9th 7AM - 8:30AM.

After unloading and during the craft fair, park in the vendor designated parking area.

No part of your display may extend beyond the marked limits of the booth.

The Fair opens at 9AM and ALL vendors must be set up and ready to go.

Tear down time will begin at 3PM. Vendors shall leave their space as they received it.

There will be no refund for no-shows.

No pets.

SIGNATURE _____ DATE _____