

6th Annual Arts and Crafts Fair

December 7-8, 2018

at Abraham Lincoln UU Congregation

745 Woodside Road

Vendor Application

Name: _____

Address: _____

Email: _____

Phone: _____

Items that you will be selling: _____

All items must be made by the vendor. The deadline for applying is October 15.

ALUUC will provide one 7 foot table and two chairs for \$35.

Questions: Contact Diana at 217-546-5834

Electricity needed? Circle one: YES or NO

Make check payable to Abraham Lincoln UU Congregation.

Mail application and check to:

Abraham Lincoln UU Congregation

Arts and Crafts Fair

745 Woodside Road

Springfield, IL 62711

Abraham Lincoln Unitarian Universalist Congregation
Arts and Crafts Fair
December 7 - 8, 2018
Guidelines for Participation

Deadline for booth submission and payment is October 15, 2018.

Space rental fee is \$35.00. Vendors will be assigned one 7 foot long Vendor Table. You will be provided 2 chairs in addition to the table.

There are a limited number of tables available for vendor use. As they are limited, a reservation is required with your application. Each vendor will be assigned one table on a first-come, first-served basis.

Make checks out to the Abraham Lincoln Unitarian Universalist Congregation. The application and check need to be sent to:

Abraham Lincoln Unitarian Universalist Congregation
Arts and Crafts Fair.
745 Woodside Road
Springfield, IL 62711

Hours for set-up. Setup begins Friday Night at 4 p.m. Event hours are from 6 p.m. to 8 p.m. on Friday night and 10 a.m. to 3 p.m. on Saturday. Vendors are asked to keep their booths open until the Craft Fair closes. If an emergency arises, and you need to leave, please notify the Event Chair that you are leaving.

Vendors must check in with the Event Chair when arriving so that they may be shown to their table.

No food or drink is allowed to be sold from Vendor's Booth.

Vendors may not bring additional tables.

Vendors must specify if they need access to an electric outlet for their display.

Vendors shall arrange their table so as to not interfere with or block other vendor tables.

Except as otherwise allowed herein, there will be no modifications to each Vendors Area unless specifically authorized by the Event Chair.

No loose wires shall be allowed on pedestrian walkways.

Vendors bears the responsibility for security needs for their Vendor Area.

These items are NOT provided by the church: extension cords, lighting fixtures, table skirting.

Vendors must clean their designated Vendor Area, and shall leave with all of its unsold items, merchandise, trash and boxes.

No alcoholic beverages are permitted and any Vendor or Vendor's personnel seen drinking alcoholic beverages during event hours may be asked to leave immediately with the Vendor's future participation in the event discontinued.

Vendors shall be solely responsible for their own display, materials, and products.

Vendor shall be solely responsible for set-up and break-down of same.

Vendors understand and agree that the Abraham Lincoln Unitarian Universalist Congregation its agents, employees and representatives provide no guarantee for the safety of each Vendor's property and shall have no obligation or be responsible for any damage to the Vendor's display, material, work, or equipment.

Vendors are responsible for any and all licensing as may be required by local and state governments, and shall comply with all pertinent laws, rules, ordinances, codes, and regulations of the City, County, State, and Federal governments, and agencies thereof having jurisdiction.

Vendors agrees to indemnify and hold harmless the Abraham Lincoln Unitarian Universalist Congregation, together with their officers, agents, volunteers and employees, from any and all causes of action arising from the Vendor's participation in the Event and its related activities and operations.

Adding products to Vendor's booth beyond what was described in the vendor application is prohibited without approval of Event Manager. Failure to abide by this rule may result in Vendor's immediate permanent removal from the event.

All items sold must be made by the vendor. Commercially produced products may not be sold. The Event Chair reserves the right to deny vendor participation if there is a question regarding the validity of the product(s).

UNACCEPTABLE CATEGORIES

Promotion/advertising of a specific services, association, club, or product

Cigarette lighters or flammable items

Food and/or drink

Political campaigns

Toxic products

Weapons

By signing the Application, the Vendor agrees to accept and will comply with these guidelines, rules and regulations. Event manager reserves the right to amend the agreement, rules and regulations when deemed necessary to be in the best interest of the public health, safety and welfare. Event officials reserve the right to remove any Vendor from participation if any of these guidelines are not followed.