

MOPS 2017 Craft Fair

We're so excited that you're considering joining us for the 2017 Vista Grande Baptist Church Craft Fair supporting MOPS!

We're going to have a ton of great vendors, our awesome MOPS Café, and our amazing bake sale with treats galore to satisfy your sweet tooth!

New for this year and something we hope you'll love: Vendor Lunch Pre-Order! The last page of this contract contains the order form. Each meal is offered at a special pre-order price and you as the vendor may order as many meals as you need; if you will have helpers and/or family with you throughout the day. The lunch order form with your choices indicated and payment for your lunches may be turned in with your contract and payment (you may combine the payment for your booth space and/or tables with your lunch payment into one check made out to VGBC). Your lunch form and payment for your lunches may also be turned in at a later date if you need time to make a decision. Please note: we will **NOT ACCEPT** lunch order forms after Wednesday October 4, 2017. If you do not turn in your form and pay for your lunch(es) before Wednesday October 4, 2017, concessions will be available on the day of the event at regular prices.

We invite you to keep up with all craft fair announcements and information by joining our VGBC Craft Fair group on Facebook (www.facebook.com/groups/VGBCCraftFair2013/). I also encourage you to add the craft fair email address to your contact list so you don't miss any information sent out in that manner (vgbccraftfair@gmail.com). That is also the best way to reach out if you have any questions, comments, or concerns.

We're looking forward to a wonderful show!

Suzanne Walker

VGBC MOPS Craft Fair Chair

VISTA GRANDE BAPTIST CHURCH
Craft Fair supporting MOPS
Exhibitors' Lease Agreement for participation
Saturday, October 7, 2017

The undersigned hereby makes application for space in the VGBC Craft Fair. The fee for the space shall be \$50.00 for one regular space or \$60.00 for one premium space for the day. This sum shall be **due** at the **time of application** for space and is payable by **check or money order** made out to VGBC.

The undersigned agrees to the following stipulations and conditions:

1. VGBC will **NOT** be responsible for fire, theft, injury or legal action that should arise on the premises during the time occupied according to this agreement.
2. Due to limited space, vendors will be accepted on a first come first serve basis. Booths will be assigned accordingly.
3. There will be **NO refund** on rental of booth(s) after the **contract is accepted**.
4. Contracts will **NOT** be accepted unless they are **complete**. (All information filled out, signed and turned in with payment) In the event that an incomplete contract is received, the applicant will be notified. Payment will be held but a booth space will not be assigned until the completed contract is received.
5. Booth location requests will be considered but are **not guaranteed**. (Near the restroom, against a wall, in the same general location as before for previous vendors, etc)
6. Only one Brand Name RETAIL vendor (i.e. Thirty One, Pampered Chef, etc.) will be accepted on a first come, first serve basis. A maximum of 20 direct sales vendors will be accepted.
7. Subleasing of tables or space is forbidden and NO "Garage Sale" items will be allowed. Vendors agree to let us know as soon as possible if they are unable to attend and understand that their rental fee is non-refundable. (see #3 above) Please see the addendum on page 4 of this contract for additional information regarding booth sharing and/or vendor helpers.
8. Vendors may not leave their booth spaces in order to collect/solicit names and/or information from shoppers. Any contact information collected from shoppers at individual booths must be done while the shopper is **IN** the booth.
9. Booths will be 8'x 8' or a total of 64 square feet. Vendors who exceed their booth space will be charged for an additional booth.
10. No tables will be provided. However, tables can be rented for an additional fee on a first come, first serve basis. A limited number of 8' and 6' rectangular tables are available.
11. The show will be open to the public during the hours of 8:00 am – 3:00 pm, October 7, 2017.
12. Vendors must have someone present at your display during every hour of the fair.
13. Tables and/or spaces not occupied by a vendor by 8 am on Saturday will be forfeited and NO refund will be given.

14. There will be no booth changes on the day of the fair unless deemed necessary by the craft fair committee. The committee will strive not to put similar booths next to each other.
15. Vendor(s) wanting to offer food items for sale **must have prior approval** from the VGBC Craft Show Committee. No competitors to the MOPS bake sale the day of the show will be allowed.
16. No nails, screws, staples, or tape may be put in/on the walls, floors, tables, or chairs of the facility.
17. No hay bales or confetti may be used.
18. Displays used in booth spaces may **not** exceed 6 feet in height as to not impede the view of other vendors. Displays placed on tables may **not** exceed a total of 6 feet in height from the floor. Curtains and/or other display items that block the view of other vendors will **not** be allowed.
19. Set-up time is **5:00 pm – 8:00 pm on Friday, October 6, 2017** and **7:00am – 8:00 am Saturday, October 7, 2017**. Tear down time will be from 3:00 pm – 4:00pm on Saturday, October 7, 2017.
20. Vehicles must be moved to the general parking area after unloading. Vehicles CAN NOT remain parked in the fire zone!
21. Early departure must be cleared with the craft fair chairperson.
22. There will be no additional electricity provided for the \$50 booths. (Extension cords will not be strung across the building.) Premium booths will be available on a first come first serve basis. The premium booths will cost \$60 and will be close to an outlet. (We will not provide extension cords or surge protectors for the Premium booths).
23. No smoking, alcoholic beverages, or pets are permitted on premises. Please do not leave pets in cars. The use of foul language is not permitted on the premises.
24. We request door prizes from all vendors. Please indicate the door prize you are donating and its approximate value where indicated on page 3.
25. Contracts are due by 3pm on Monday, September 25, 2017. Any contracts received after that date may be returned if no booth openings are available. (See # 2) VGBC church office hours are Monday – Thursday from 8am to 5pm and Friday from 9am to 3pm.
26. As a vendor for the Vista Grande Baptist Church of Colorado Springs, Colorado, Craft Fair of October 7, 2017, I acknowledge: that I have received a copy of the Colorado Department of Revenue’s FYI 9 Sales Tax Licenses and Filing Requirements which provides sales tax information but is not to be construed as all-inclusive; that it is my responsibility to be informed of and comply with all state and city sales tax laws; that I have the proper tax identifications and licenses to participate as a vendor; that I will collect and remit all sales tax as required by the law.

Signature of Crafter

Date

*******Please note*******

THIS is a CHURCH SPONSORED event.

VGBC reserves the right to refuse any vendor or to remove any items deemed objectionable for any reason at any time.

PLEASE COMPLETE THE FOLLOWING (PRINT LEGIBLY)

Full Name

Business Name

Address

City, State, Zip

Primary Phone Number

Alternative Phone Number

E-Mail address

Door prize donated and estimated price

Special requests regarding booth location

Number of Regular Spaces _____ 8'X8' or 64 Sq. ft. booth space @ \$50.00

No. of Premium Spaces _____ 8'X8' booth space with access to electricity @ \$60.00

No. of Tables: 6' tables _____ @ \$5 each 8' tables _____ @ \$8 each

Total Amount Due \$ _____

Date you intend to set up _____ Friday 5-8pm _____ Saturday 7-8am

**Please use the box below to describe ALL the crafts & merchandise
to be displayed at the Craft Show.**

Return to: Vista Grande Baptist Church 5680 Stetson Hills Blvd. Colorado Springs, CO 80917 Attn: MOPS Craft Fair

For office use only: Date received _____ Received by _____ Amount & Form of Payment _____

For Craft Fair Committee use only: Date accepted _____ Booth Assigned _____ Emailed _____

Subleasing Addendum

For the purposes of this craft fair, subleasing is defined as: one person (the signer and remitter of payment of the original contract) deciding he/she either doesn't want to or can't attend and asking another person, **NOT ASSOCIATED** with the original business and who would **NOT** be selling the original products listed above on page 3 to take over his/her booth space. This is forbidden per term #7 on page 1 of this contract.

We do understand that life can happen and the original contract signer may not be able to attend or will need help for the day. Therefore, if the original contract signer:

- A. Cannot or will not be present on the day of the event and wishes to have another person take over selling the **SAME** product listed on page 3 of the original contract;
- B. Wishes to "share" the booth with another person selling the **SAME** product listed on page 3 of the original contract for a portion of the day;
- C. Will be at the event but will have another person or persons helping him/her sell the original product on the day of the event;

He/she **must notify** the craft fair chairperson **as soon as possible AND** have all persons (referred to as the secondary contract signer) falling into categories A, B, or C above, read and sign the following addendum. This addendum may be turned in with the original contract and payment if it is known ahead of time that there will be people helping and/or sharing the booth space. It may also be mailed in/turned in to the church office at any time prior to the event. Please note that if the original contract signer discovers he/she will be unable to attend on the day of the event and sends someone in his/her place; that person or persons must have this addendum with them when they check in, otherwise they will not be allowed to sit as a vendor.

I, _____ will be
Name of secondary contract signer

A. Taking over for _____ at booth # _____ for the event on
Name of original contract signer

Saturday October 7, 2017. I will be selling the **SAME** product the original contract signer listed on page 3 of the contract.

B. Sharing booth # _____ (if known) with _____
Name of original contract signer

for the event on Saturday October 7, 2017. I will be selling the **SAME** product the original contract signer listed on page 3 of the contract.

C. Helping _____ at booth # _____ (if known) for the
Name of original contract signer

event on Saturday October 7, 2017.

I have read and agree to all the terms and conditions listed on pages 1 and 2 of the VGBC Craft Fair Contract.

Signature of Secondary Contract Signer

Date

Vendor Pre-Order Form for Lunch

Special pre-order pricing is available only by turning this form in with payment prior to Wednesday October 4th!

Pre-ordered meals will be delivered to your booth between 11:00 and 12:00 on the day of the craft fair.

Combo Meal #1: Sub sandwich, bag of chips and a drink \$3.25 each

How many sub sandwiches? Turkey: _____ Ham: _____

What kind of chips with each sub? _____

What kind of drink with each sub? _____

Combo Meal #2: Loaded BBQ Beef or Chili Baked Potato & drink \$3.25 each

How many potatoes? BBQ Beef: _____ Chili: _____

Toppings: _____

(choose from sour cream, crumbled bacon, shredded cheddar cheese, butter, and green onions)

What kind of drink with each potato? _____

Combo Meal #3: BBQ Beef Sandwich, chips, and a drink \$3.75 each

How many? _____

What kind of chips with each sandwich? _____

What kind of drink with each sandwich? _____

Available chips: Nacho Cheese Doritos, BBQ Lays, Fritos, Cool Ranch Doritos, Sour Cream & Onion Lays, Cheetos, Sunchips, Original Lays

Available drinks: Bottled water, Coke, Diet Coke, Mountain Dew, Sprite, Dr. Pepper

Your Name: _____

Your cell in case we have questions, or can't find you at your booth: _____

Total # of combo meals ordered: _____

Total enclosed: \$ _____

Booth # _____

(To be filled in by Craft Fair Chairperson)