

Vendor Application for Red Door Fall Fest & Craft Fair

Trinity Parish, 317 Franklin St. Clarksville, TN 37040



Saturday, October 10, 2009, 10am – 4pm

We hope you choose to participate in our 1st Annual Fall Fest & Craft Fair sponsored by the Clarksville Family Magazine and Trinity Episcopal Church in downtown Clarksville.

GUIDELINES:

Exhibitors must be 18 years of age or older to participate. If you will have children in your booth, we request that they be over the age of 12.

All items for sale in the craft area must be made by the exhibitor, no ready-made items (i.e. Beanie Babies, t-shirts, etc.). Home businesses (ie, Mary Kay, UpperCase Living, Tupperware, etc) are welcome, but only 1 vendor per business – first come, first serve.

The entry fee is payable at the time the application is sent and must be accompanied by the application form. Application deadline is Friday, October 2, 2009 or until all spaces are filled. Entry fees will be returned if all the spaces are filled. A confirmation letter will be sent with directions and information by Tuesday, October 6th. Cashed checks are to be considered a definite confirmation. All returned checks will be charged a \$25 fee, and your reservation will be cancelled.

Set-up time will be Friday, October 9 from 5:00pm-7:00pm and Saturday, October 10, 2009 from 7:30-9:45am.

Exhibitors must provide their own booth display. Trinity has a limited number of tables. If you want a table, there is a \$5 additional fee. All displays should be contained within the assigned space(s). No display should obstruct the view of other exhibitors. No nails or tape may be used on the walls. There are a limited number of electrical outlets available, and these will be reserved on a first-come first-served basis. You must provide your own extension cords that comply with current fire codes. Each booth will be provided with one chair. If additional chairs are desired, please indicate that on the application form. Each vendor is responsible for removal of all trash and equipment.

Exhibitors are responsible for paying their own state sales taxes.

Neither Clarksville Family nor Trinity Parish or its members are responsible or liable for damage or stolen items or for personal injury.

Exhibitors are required to adhere to Trinity's policies for conduct: Trinity is a drug-free community, which prohibits the use of all drugs. Smoking is prohibited, except in designated areas. This event is family oriented and no alcohol will be allowed.

Mail application to: Trinity Parish, 317 Franklin St. Clarksville, TN 37040 ATTN: Red Door Committee

Email: Kendall@btrdesigns.com or visit our website: www.trinityparish.com

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Application Deadline: October 2, 2009 or until full

NAME _____ BUSINESS NAME _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ E-MAIL ADDRESS: _____

DESCRIPTION OF CRAFT: _____

BOOTH SPACE:

Inside		# of spaces	Total cost \$
Main Room	8x8 @ \$30		\$
	10x4 @ \$20		\$
Outside	10x10 (no tent provided)		\$
Tables	Circle one: Round or rectangle	# of tables	\$
Chairs		# of chairs	No charge
TOTAL AMOUNT DUE:			

Make checks payable to: Trinity Parish, Red Door Craft Fair in memo.

SPECIAL REQUESTS: _____

I, the undersigned, have read, understood and agree to the conditions of the fair and its sponsor, Trinity Episcopal Parish & Clarksville Family Magazine. I understand that Trinity Episcopal Parish nor the members or Clarksville Family Magazine are responsible for any theft, damage to goods, personal injury or personal property, before, during or after the fair and I hereby release and hold Trinity Episcopal Parish or Clarksville Family Magazine, its successors and assigns, harmless from any loss, bodily injury, theft, damage to goods, or personal property, and I shall indemnify Trinity Episcopal Parish & Clarksville Family Magazine for all claims directly or indirectly related to my booth or my actions. I also agree to pay the church for any repairs for damage to church property that is caused by me within my assigned space.

Signature: _____ Date: _____

_____ I will be setting up on Oct 9, Friday night from 5-7pm

_____ I will be setting up on Oct 10, Saturday from 7:30-9:45 am.

For office use only

Date received: _____ **Check #** _____ **Confirmation letter Sent** _____

Room Assignment# _____ **Extra Chairs** _____