

## Trinity Episcopal Parish - Red Door Fundraising Committee

### 2017 Fall Festival Vendor Application



Trinity Episcopal Church having their 9th Annual Fall Festival. This year we are changing the event to have craft and a few direct sales vendors to our event. We hope, with your help and the help from our community, that this craft fair will be a wonderful experience for both vendors and customers. Here is a highlight of some of the activities included in our event besides our craft vendors: Brunswick Stew, Silent Auction, Raffle, Petting Zoo, Cakewalk, kids games and more!

If you would like to participate in this year's craft fair, please complete the attached form and return along with your check to secure your vendor space. Spaces and sizes are first come first serve. Checks and money orders should be made payable to Trinity RDC, and mailed to the address listed on the form.

#### **Rules, Regulations and Important Vendor Information**

**DATE AND TIME:** Saturday, October 21, 2017 from 9:00 a.m. to 2:00 p.m.

**VENDORS:** We are looking for quality craft vendors, and are only accepting 25% of our vendors as Direct Sales Companies (example: Pampered Chef, Thirty-One, LipSense, etc). The first Direct Sales applicant to return their completed form and registration fee will secure their spot!

**SET-UP/BREAKDOWN:** Vendors will set-up on Friday between 4pm - 10pm or Saturday between the hours of 6:30 a.m. and 8:30 a.m. Vendors are not to close their space before the official close time. Vendors are responsible for their selling space. Before leaving, be sure your area is clean and trash free.

**BOOTH INFO:** Vendors will be assigned space according to first come, first serve. Placement, flow and competition will be taken into consideration to provide the best experience for attendees. We have 3 options for booth spaces.

1. OUTSIDE BOOTH \$25.00. These are parking space size booths and are rain or shine, no refunds will be given if it rains! No electricity is available. Over 25 outside spaces available.
  - a. RAIN INSURANCE \$10.00 additional. If it rains, we can offer small spaces inside the building on the upper floor and lower floors. The booth sizes will vary, but will be range from 4x6 to 4x8 size booths. \*\*This is in addition to the cost of an Outside Booth for a total of \$35.00\*\*
2. PARISH HALL BOOTH \$55.00- 8x8 booth inside our Parish Hall, included 2 chairs. 9 total spaces are available in this room. Electricity is \$5 extra
3. LIBRARY BOOTH \$35.00 - 6x5 booths inside the library, includes 1 chair. Electricity is \$5 extra
4. TABLES - We have a limited number of rectangle tables to rent for an additional \$10 each. First come first serve.

**STAFF:** Vendors are responsible for the conduct of their employees and/or representatives and activities must not detract from the image or welfare of the craft show. Vendor spaces must be manned at all times. However, Trinity is not responsible for merchandise or display materials.

**All proceeds from the Craft Fair benefit the mission and program of  
Trinity Parish Red Door Fundraising Committee.**

# Craft Fair Vendor Application Form

Please submit the enclosed form and **check and/or money order made payable to Trinity RDC**, mark in the memo field "Craft Fair" and mail to: Trinity Episcopal Church, Attn: Craft Show, 317 Franklin St, Clarksville, TN 37040

Type of products you are selling:

\_\_\_\_\_ Fine Art \_\_\_\_\_ Jewelry \_\_\_\_\_ Local Artist \_\_\_\_\_ Clothing \_\_\_\_\_ Craft \_\_\_\_\_ Wood Works  
\_\_\_\_\_ Holiday \_\_\_\_\_ Food \_\_\_\_\_ Other

If you selected "Other", please give a brief description of your craft or product.

By signing this form you agree to abide by all Craft Fair rules and regulations and accept full responsibility for your vendor space, its products, and displays and any claims for damages resulting from your participation in this event. Trinity Episcopal Church and its representatives are in no way responsible for your products or actions.

Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_

Vendor Company \_\_\_\_\_

Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

EMAIL: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_

## Size booth requested:

\_\_\_\_\_ Parish Hall \$55.00 (Add Table \$10 each \_\_\_\_\_) (Add Electricity \$5 \_\_\_\_\_) TOTAL:

\_\_\_\_\_

\_\_\_\_\_ Library (space 6x5) \$35 (Add Electricity \$5 \_\_\_\_\_) TOTAL:

\_\_\_\_\_

\_\_\_\_\_ Outside Space \$25.00 (Add Rain Insurance \$10 \_\_\_\_\_) TOTAL:

\_\_\_\_\_

\_\_\_\_\_ 30" x 72" Table (with 2 chairs included)

Vendors must provide their own electrical cords and lights. \*There is no additional fee if you plan to bring your own table and chairs.

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TOTAL AMOUNT INCLUDED:

\$ \_\_\_\_\_

Special Space Needs (please explain):