

Dear Holiday Happenings Vendors,

Thank you for participating in our sixth annual Holiday Happenings, held at Crossroads Community Church, 3301 Hwy 251 in Rochelle, IL from 9:00am - 2:00pm on Saturday, **Oct 18th**. Please fill out and submit this vendor contract along with payment, and mail to Crossroads Community Church, postmarked by September 30<sup>th</sup>. (attn: Jodie Exantus). Late registrations will be accepted as space is available. This is a first to arrive booking, so get your contracts in quickly to assure you are THE vendor for your respective companies.

Vendor Information

Seller's Name(s): \_\_\_\_\_

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

Seller's phone number: \_\_\_\_\_

Seller's email: \_\_\_\_\_

Seller/Company address: \_\_\_\_\_

Types of items sold: \_\_\_\_\_

Vendor space price: \$25/space \$30/space with one table (circle one)

Spaces will be on a first come, first serve basis this year so if you NEED electricity please come early, or make that request with Jodie ahead of time. Thank you

- Set-up: There will be two set-up times: Friday evening Oct. 17 from **5:00pm - 7:00pm** and Saturday morning Oct. 18 **at 7:30am**. These set-up times are in place due to building usage by other parties. Therefore, please be sure to come during the designated times only.
- The church has a limited number of tables, please fill out this contract accordingly so that we can let all vendors know whether their own table is needed or not.
- There will be a light lunch served again this year and you are welcome to join us for that. The bake sale will also take place during the event. Both are on a donation basis.
- If you need anything during the show, please do not hesitate to ask! We want this experience to be as seamless and successful as possible.
- We will also be having a raffle this year, as vendors we ask that you please donate to the raffle, you will receive two raffle tickets free.

## Holiday Happenings – Vendor Contract

By signing this registration form you are agreeing to the following terms and conditions. Please retain a copy of this contract for your records.

1. The 2014 Holiday Happenings Vendor Fair will take place on Saturday October 18<sup>th</sup>, from 9:00am-2:00pm. Vendors must be set up no later than 8:30am. Vendors will remain open for the duration of the Craft Fair. All vendor items must be removed by 4:00pm on the day of the fair.
2. CCC is committed to maintaining an uplifting and God-honoring environment. With this in mind, vendors will refrain from selling or displaying merchandise with profane language or suggestive or lewd images. The event staff retains the right to ask vendors to remove any merchandise which they deem inappropriate.
3. Full payment and completed registration form must be received and approved by CCC before a vendor will be considered registered. Payment can be made by checks made out to Crossroads Community Church. Please mail completed contracts to 3301 HWY 251, Rochelle, IL 61068. Attn.: Jodie Exantus
4. Booth set up hours are from 5:00pm to 7:00pm on Friday, October 17<sup>th</sup>, and from 7:30am to 8:30am Saturday, October 18<sup>th</sup>. The booths will be located in the auditorium, front entry, and café as in past years. The church will be closed and locked for the evening and CCC will do everything possible to maintain security of the church building, but the church is not responsible for lost or damaged property for items left overnight. All vendors must be fully unloaded and have their cars in the North area of the parking lot area by 8:30am Saturday.
5. All vendor registrations subject to approval by Crossroads Community Church
6. If a vendor wishes to cancel participation in the event for any reason other than the unavailability of desired rental items (such as tables) registration fees are refundable.
7. There is a limited supply of tables and power outlets. These items will be rented on a first come, first serve basis. If you submit payment for a rental item that is no longer available, you will be refunded the amount of the rental item and given the option to withdraw from the event.
8. Vendors are responsible for themselves and their employees, subcontractors, materials, equipment, and all insurance to protect themselves and/or others.
9. Participating vendors shall indemnify and hold harmless Crossroads Community Church and it's officials, employees, and agents from any and all liabilities, judgments, settlements, losses, costs or charges (including attorney's fees) incurred by Crossroads Community Church or any of it's officials, employees, and agents or invitees in the Crossroads Community Church's Holiday Happenings.

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Seller's Signature

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Date