



### Vendor Agreement and Release

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

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

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Website: \_\_\_\_\_

#### **Options – Check All that Apply**

- \$35 Vendor Table (includes 2 chairs – does not include electric)
- \$40 Prime Table (15 available on 1<sup>st</sup> registered basis; **only tables** 9, 11, 13, 14, 19, 20, 21 22 have electrical outlets. It is advised to bring an extension cord)
- Table # \_\_\_\_\_ requested
- Raffle Item

**Total \$** \_\_\_\_\_

- Total amount is accepted in check payment and is due immediately upon registration
- Application and payment due by **October 29, 2018**
- A photo of product should be attached to application. This is to ensure that we don't have duplicate items being sold.
- Checks should be made out to: Edmonds Church of God Women's Ministry  
On the memo line indicate "Holiday Bazaar"
- Mailing address: Edmonds Church of God

ATTENTION: Christina Ball  
8224 – 220<sup>th</sup> ST SW  
Edmonds, WA 98026

Any questions or comments can be submitted via e-mail to the Edmonds Church of God office at [office@edmondschurch.org](mailto:office@edmondschurch.org) or by phone by calling 425.774.8836.

ADMIN: \$ \_\_\_ Paid    \_\_\_ Date    \_\_\_ Check Number

2018

**Information**

- Vendor spots are filled on a first registered, first serve basis. Venue limits tables to one per 'industry' or 'organization' in regards to direct sales
- Fee is non-refundable
- Vendor is responsible for all set-up, tear down, and removal of any items
- Vendors may park curbside to unload & load. Please park in East gravel lot during shopping hours.
- Venue will provide one 6 foot table and two chairs
- Vendor may not set up a second table unless otherwise requested in writing to venue
- Vendor is responsible for any items needed for display including but not limited to tablecloths, merchandise, signage, and extension cords
- Vendor is not required to attend table during sale hours
- Venue is not responsible for vendor table and is not responsible for any loss or damage incurred
- Vendor is not allowed to walk around and solicit or engage customers who are shopping in other areas of the sale
- Vendor must be respectful of shoppers and not use aggressive sales techniques
- Vendor break down may not occur before 3:50pm
- Failure to adhere to terms above may result in immediate termination of agreement

**Set Up Time:** Saturday, December 1<sup>st</sup> 8am – 10am

**Shopping Time:** Saturday, December 1<sup>st</sup> 10am – 4pm

Santa Photos: 11am – 1pm

*This is a free community event located in the Sanctuary.*

**Tear Down Time:** Booth must be broken down on December 1<sup>st</sup> by 5:30pm

This agreement is made between Edmonds Church of God (Venue) and the Vendor. Vendor agrees to indemnify and hold harmless Edmonds Church of God, its owners, agents, employees and volunteers, and further agrees to make no claim or cross-claim against the Venue, its owners, agents, employees or volunteers, for any and all claims of personal injury stemming from the volunteers participation in the Holiday Bazaar.

Edmonds Church of God along with its staff and volunteers will be released from liability and waived any and all claims for personal injury resulting from participation in the Holiday Bazaar, for all cause, whether foreseen or unforeseen.

By registering for a vendor opportunity, and below, I agree that I have read, understand and agree to the terms of the Vendor Agreement and Release Form.

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

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

ADMIN: \$ \_\_\_ Paid \_\_\_\_\_ Date \_\_\_\_\_ Check Number

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