

## Registration for Messiah's Holiday Bazaar 2022

Messiah Lutheran Church, Urbana, Ohio

### *Terms and Conditions Document*

Messiah's Holiday Bazaar 2022 will be held on Saturday, October 29, 2022, 9am-4pm. We will have a lunch counter as well as food from vendor's booths.

Due to being still in a pandemic, we may need to make restrictions due to COVID at the time. We will be using word of mouth, Facebook as well as other social media for advertising.

To be considered for this year's participation, below are some of the guidelines:

- 1) The fee is \$20 for an 8' table with two (2) chairs.
- 2) The spaces will be assigned on a first-come first-served basis. Electricity is not available for all spaces. Vendor will need to provide their own extension cords, if needed. If you have a special space need, please include your request with your application and we will make every effort to accommodate your request.
- 3) Please cover your table with a nice cover that drapes the front and sides of your display and reaches to the floor.
- 4) If we see anything we consider inappropriate, we will ask that you remove it.
- 5) More than one person may share a table. We ask that you keep your merchandise behind your table within your space.
- 6) For those who have a POS device, we do have a guest password Wi-Fi available.

Set-Up: Set up for the bazaar will be on Saturday the morning of the bazaar. We will have the building open at 7:30am. It is best to park on the east side of the parking lot after unloading your merchandise. We will fill the south "Fellowship Hall" first and more vendors will enable us to use the north "Education Wing." We will notify you which door will be closer to your table (please provide a good email address.)

MESSIAH EVANGELICAL LUTHERAN CHURCH WILL NOT BE RESPONSIBLE FOR ANY INJURY, LOSS OR LEGAL ACTION THAT MAY ARISE OR OCCUR TO THE EXHIBITOR, GOODS, OR PROPERTY OR TO THE PUBLIC FROM ANY CONDITION WHATSOEVER WHILE MESSIAH'S PREMISES ARE BEING USED UNDER THIS AGREEMENT.

If you agree to these guidelines, please complete the below application and send in a check or money order for **\$20.00 by October 15, 2022** made payable to Messiah Lutheran Church. Please mail to:

Messiah Lutheran Church  
Attn: JJPCS Committee  
1013 East Lawn Ave  
Urbana, Ohio 43078

Email: [messiahlutheran@swohio.twcbc.com](mailto:messiahlutheran@swohio.twcbc.com)

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Vendor's Signature

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Date

# Messiah's Holiday Bazaar 2022

## Vendor Application Form

List of items to be sold:

- Fine Art       Handmade       Jewelry       Local Artist       Ceramics
  - Craft       Clothing       Fabric Art       Food       Wreaths
  - Books       Pottery       Woodworking       Dolls
  - Cards       Sculptures       Canvas Art       Illustrations
  - Other \_\_\_\_\_
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Mail or email photographs, images or weblink of your products (this will be used to help promote our bazaar)

What other information should we be aware of \_\_\_\_\_

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Number of Tables requested by vendor: \_\_\_\_\_ \$20 per table

Will vendor need electricity: \_\_\_ yes \_\_\_ no **This is a first come, first serve basis**

Name of Vendor: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_

Facebook: \_\_\_\_\_

Payment: Make checks out to Messiah Lutheran Church

Amount Due: \_\_\_\_\_ Must be received by October 15, 2022

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Office Use below this line

Terms and Conditions Signed and Dated \_\_\_\_\_

Vendor Application Completed \_\_\_\_\_

Money Enclosed \_\_\_\_\_

Date Confirmation Emailed to Vendor \_\_\_\_\_

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