

2018 Vendor Application Information

Holy Cross LWML Cookie Walk/Craft Fair

Date: December 1, 2018. 9AM to 3PM

SET UP TIMES: If you are not using early set up your only time to set up is Sat., Dec 1st from 7AM to 8:30AM. The Fair opens at 9AM and ALL vendors must have all boxes removed from sight. No under table storage unless you are using table covers that go to the floor.

Early Set Up: Friday, Nov 30th 6:30 – 9 PM. There are no exceptions to these times because of our Child Development Center hours.

Vendor Application Form

Name of Vendor _____

Business Name _____

Address: Street _____ City _____ State _____ Zip Code _____

Email Address _____

Phone (H) _____ Cell _____

I wish to receive notifications by (please check one) Email (H) phone Cell

Briefly describe the items you will be selling at the Fair

BOOTHS;

- Each booth will measure 8' X 8' and rent will be \$25 # _____ X _____ Cost \$ _____
 - Tables may be rented for \$5 ea. And include 2 chair # _____ X _____ Cost \$ _____
 - If you need electricity add \$5 per booth Cost \$ _____
- Total fees payable by check to Holy Cross LWML Total Fee \$ _____
- Your signature below indicates that you have read and understand the terms and conditions for the LWML COOKIE WALK/FAIR.

APPLICATION REQUIREMENTS:

- **Application period Aug. 1st to Nov 1st 2018. Applications received after Nov. 1st will not be accepted. There are only 22 spaces available. Therefore it is important to complete the application quickly and mail or drop it by the Church office at 2920 Hwy 42 West, Clayton, NC 27520. Please mark your envelope Attn: Jane Wilson. All checks should be made payable to Holy Cross LWML.**
- ***YOU ARE ENCOURAGED TO FOLLOW THE 3 C PROCESS: 1) COMPLETE APPLICATION QUICKLY. 2) CHECK YOUR APPLICATION MAKE CERTAIN IT IS CORRECT. 3) WRITE A CHECK FOR CORRECT AMOUNT. The Fair Committee does not assume any responsibility for incomplete applications including fees. There is no guarantee or promise made or implied that a space will be available pending application corrections.***
- **Applications will be reviewed by Fair Committee Nov 1st through the 10th; each Vendor will be notified of his/her acceptance /non acceptance using the method she/he indicated on their application. Those receiving Approved Application notifications shall confirm their acceptance within 7 days of date of notification. If Vendor fails to do so the application will be marked no response and CANCELLED AND ALL FEES FORFITED.**
- **Vendors not accepted for the Fair will have the option to have their check returned of shredded.**
- **The Fair committee reserves the right to limit the number of vendors in any particular category. All vendor items being sold must be handmade by the vendor. Only items you have listed on your application can be sold. Since this is a major fund raiser for the LWML Cookie Walk, no vendor will be allowed to sell any food items from their space.**
- **Each vendor will keep the proceeds of their sales and are responsible for the collection and reporting of any taxes where applicable.**
- **If you are not using table covers that go to the floor your boxes can not be stored under your table and must be removed to your vehicle out of sight and clear of walking areas.**
- **Remember your booth size is 8' X 8' and you will not be allowed to overhang the neighboring vendor's space.**
- **Returned checks are subject to a return fee of \$35 and become the responsibility of the vendor.**
- **Unless advised by Fair Committee tear down time will begin at 3PM. Vendors shall leave their space as they received it.**

SIGNATURE _____ DATE _____