

St. Mary's Evangelical Lutheran Church
Strawberry Festival Vendor and Yard Sale Space Use
Application & Acceptance of Rules/Regulations

These rules and regulations shall bind Vendor set forth herein and by such amendments or additional rules and regulations, which may be established by the St. Mary's Evangelical Lutheran Church (hereafter, SMELC) Council. The authorized agent managing the Event for SMELC is its Outreach and Welcome Committee (hereafter, OWC). (**Note:** The term Vendor applies to those selling yard sale items, crafts or commercially produced items.)

EVENT: St. Mary's Strawberry Festival
DATE: Saturday, June 6, 2015
HOURS: 9:00 a.m. - 2:00 p.m.

EVENT WILL BE HELD RAIN OR SHINE

Vendors are to provide their own tables, and canopy or table covering in case of rain.

SPACE DESCRIPTION: All spaces will be at least **15'x15'**, **no additional tables allowed** (such as folding tables or extensions) **that exceed assigned space**. Spaces are available **outside only**.

SPACE COST: A basic space use fee is \$15.00. Fees are non-refundable and must be paid in full with returned and signed contract. (See page 3 for details.)

BUSINESS LICENSE/SALES TAX: Vendor will comply with all applicable State and Local Business License requirements. Further, Vendor shall be responsible for collecting, reporting, and remitting all sales taxes applicable. SMELC is not responsible for Vendor compliance with the State of MD License and Tax regulations.

EXHIBITOR MOVE-IN/MOVE-OUT: SMELC personnel will be available at 7:00 a.m. the day of the Event for set-up. Although there will be members of SMELC present during set-up, the Vendor is responsible for the security and moving of his/her own product, materials, etc. **All vendors are to be set up by 8:00 a.m.**

VENDOR PARKING: After each Vendor has unloaded they are asked to move their vehicle to the parking lot away from around the Parish House due to fire code regulations. Boy Scouts will control the parking of vehicles. This will facilitate everyone getting moved into his or her space in a timely fashion and help assure fire code compliance. Vendor agrees that SMELC is not responsible for any aspect of parking liability.

No vendor will be allowed to dismantle or remove his or her exhibit/booth on Saturday until the Event is over at 2 p.m. The Vendor is responsible for completely removing the booth from the church by 4 p.m. the day of the Event, including all trash. The church has large trash receptacles outside and will have large trash bags available.

DELIVERY OF MATERIALS: SMELC or its representatives will not accept any shipments of displays/materials on behalf of the Vendor.

[Approved by Church Council - 03/14/2011]

ASSIGNMENT OF SPACE: SMELC will make space assignment in the best interest of the Event while attempting to assist the Vendor with location.

TRANSFER OF SPACE PROVIDED: Vendor shall neither assign nor sublet all or any part of the space rented without the written permission of SMELC and it is expressly agreed that the SMELC shall be under no obligation to grant such permission. The Vendor shall not permit personnel of a non-exhibiting company to use his/her booth to conduct activities or display.

Further, Vendor shall not exhibit, or permit to be exhibited in the space allotted to him/her, any goods, or services other than those specified in the contract. The SMELC will be selling food and baked goods. No food items that are deemed in competition with the SMELC will be allowed. Other items not to be sold by any Vendors include firearms, provocative materials, tobacco/drug paraphernalia, live animals, or any other goods that SMELC deems inappropriate for sale.

LIABILITY AND INSURANCE: Vendor is held responsible to insure his/her own exhibit, personnel, display and materials from any damage or loss through theft, fire, accident, weather, or other cause.

It is expressly understood by the Vendor that he/she will make no claim of any kind against SMELC or its representatives, for any loss, damage, theft or any injury that may occur while in the exhibition place or on the church property, nor for any damage of any nature, or character whatsoever, for any claim by third parties. Vendor does hereby agree to indemnify and hold harmless SMELC, the OWC, endorser's, and other duly authorized representatives, agents, employees or members against any and all such claims as may be asserted as a result of any act or omission of Vendor.

SPECIFIC VENDOR RULES:

Vendors must confine their activities to the space for which they have contracted. *Exhibits and/or displays shall not extend over or into the adjoining space or aisles.*

Vendors will keep their respected area clean of trash and debris of any type at all times.

Vendors are prohibited from using amplifying equipment of any nature without permission from SMELC and if permission is granted, the use of such equipment must not interfere with adjacent exhibits or other activities.

Booths must be manned at all times during the Event by the Vendor or its employees or representative.

Vendor will at all times comply with all applicable local, State and Federal regulations, including fire codes. For further clarification please contact the State Fire Marshall's office.

SMELC reserves the right to make changes, amendments and additions to these rules and regulations, as it considers necessary or appropriate to the churches mission, including but not limited to health and safety concerns and for the good of the Event. Any matters not specifically covered herein or in any subsequent Event materials are subject to the decision of SMELC, and its decision on any matters which may arise hereunder shall be final.

**Fill out the form on page 3 and send it to the address on the form.
We must receive the form before June 1st.**

St. Mary's Evangelical Lutheran Church
Application to Exhibit at the Strawberry Festival
June 6, 2015

By signing this document, Vendor agrees to all terms listed on page 1 and 2:

Signature: _____ Date: _____

Vendor Name (printed): _____

Contact Name (printed): _____

Do you have a website? (URL): _____

Daytime phone: _____ Evening Phone: _____

E-mail address: _____

Mailing address: _____
City/State/Zip

I will be selling:

_____ Yard Sale Items, _____ Flea Market items, If Business fill out below

Type of business and product description: (Please list ALL products):

To secure your space, make non-refundable payment (personal checks, cashier's checks or money orders) for the **Total** amount payable to St. Mary's Evangelical Lutheran Church. **Spaces are available outside only. Vendor Fee must accompany registration.**

Space (at least 15' x 15') use charges:

_____ Space * @ \$15.00 each \$ _____

Total \$ _____ **

* Space available on first come, first served basis.

Please contact OWC Coordinator to confirm their availability.

****Non-refundable fee payable with this application.**
No space will be honored unless the total fee is enclosed.
(ALL NSF CHECKS WILL BE CHARGED A \$25 RETURN FEE)

Submit check, registration form and signed policy form to:

St. Mary's Evangelical Lutheran Church
3978 Littlestown Pike
Westminster, MD 21158
Attn: Jim Crist

For any questions you may have, please call our OWC Coordinator, Jim Crist 410-848-4391. We look forward to seeing you at this year's event!

For Office Use Only:	
Approved	By: _____
Disapproved	Outreach & Welcome Committee of SMELC
	Date: _____

Note: Confirmation will be sent when approved
