

Holiday Bazaar Vendor Registration Form
Saturday November 13, 2010

First Congregational Church of Lake Worth
1415 North "K" Street, Lake Worth, FL 33460
Office 561-582-6691 Fax 561-582-5161 E-mail: festival@lakeworthchurch.org
Website www.fcclw.org

Complete and Mail or drop Off... **Due Date...October 15, 2010**

PAYMENT MUST BE ENCLOSED WITH COMPLETED APPLICATION. We cannot guarantee placement if you don't prepay prior to the event. Fees for returned checks will be assessed to cover costs and \$35.00 church reprocessing fee. Meet the event coordinator for your space assignment at the event site.

Print

Name: _____

Company: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Area code

Phone:(_____) _____ **Cell:**(_____) _____ **Fax**(____) _____

E-mail: _____

All new items to be sold at the event must be listed below. (No used items)

The undersigned releases the First Congregational Church of Lake Worth and its workers from any responsibility and liability whatsoever for damage, loss, theft, or injury to any person, display or property. I/we agree to abide by the following event rules:

1. **LIABILITY RELEASE:** All exhibitors working a booth must sign the liability release. It is the responsibility of the registered vendor to make sure that all workers are listed below and have signed the release.
2. **SPACE: 10 x 10 Inside**(includes A/C and electricity) **\$40.00/ Outside \$30.00**
3. **DISPLAY ITEMS:**No transfer/subletting of assigned spaces. All items must be original and or hand-made. We reserve the right to accept or reject items to maintain a quality event.
4. **REFUNDS:** there will be no refunds issued if the event is canceled due to weather, vendor cancellation, or other circumstances beyond the control of the First Congregational Church of Lake Worth. The completed application is a commitment to attend the event.
5. **LICENSING:** All transactions are the responsibility of the vendor. Each vendor should be licensed and is responsible for all Florida sales tax and insurance requirements.

6. **DISPLAY:** The coordinator will designate the placement of table vendors. It is the vendor responsibility to confine all exhibits and /or materials to their space, including boxes, signs, chairs and tables. Vendors must keep their spaces clean. All boxes and trash must be broken down before discarding it in the dumpster. This policy will be strictly enforced.
7. **SET UP:** All vendors must check in with the Vendor Coordinator Bonnie Bennett on site. **Set up time is 6:30-8:00 am, unless setting up inside the day before. *The show opens at 8:00am and runs until 4:00 pm.*** Bring your own tables for free and canopy for outside if wanted.
8. **Extra Tables:** available for a \$20.00 fee which must be paid in advance, no exceptions.

All booth worker must sign below. No workers allowed for- hire on site.

Name _____ print Name _____ sign

Name _____ print Name _____ sign

Name _____ print Name _____ sign

Registration Form: Please mail or drop off to First Congregational Church c/o Holiday Festival 1415 North K Street, Lake Worth, 33460. **Make checks or money orders payable to: FCCLW** *check a box*

Inside space 10x10 each _____ \$40.00 or Outside space 10x10 each _____ \$30.00

Release: The undersigned hereby releases The First Congregational Church of Lake Worth from any responsibility whatsoever for damages or loss or any part of exhibits and hereby consents to enforcement of the enclosed rules and regulations.

Print Name _____

Applicant's Signature _____

Date _____ / _____ /2010

Canceled check will be your receipt.

Office Only:

Check# _____ Date _____ Space _____ Row _____

Inside _____ or Outside _____