

Heart and Home Bazaar

First Evangelical Church (FEC) Vendor Agreement

1. The First Evangelical Church (FEC) **Heart and Home Bazaar** will take place in the FEC gymnasium from **9:00am - 4:00pm** Saturday, October 22nd, 2022. Funds raised from space rentals will go to help children in need in our community and beyond.

2. The **Heart and Home Bazaar** will be a craft / handmade / homemade / artisan Bazaar. No direct marketing sales vendors or commercial products (such as Scentsy, Avon, Paparazzi, etc.) and no flea-market items.

3. Heart and Home Bazaar Spaces:

~~SIZES~~ - Most spaces are 8' x 8'. ~~There are 3 larger premium spaces. Spaces 101 and 105 are 17.5 feet at the front, tapering to 9.5 feet at the back. Both have access to electricity (if needed). Space 407 is a corner space and is approximately 14x10 with an angled entry.~~ **(PREMIUM SPACES SOLD OUT)**. Please see the Registration Form for prices. **All merchandise must be contained within the designated selling space.** Do not set anything on space you have not rented or in the aisle. Nothing is to be taped or tacked to the walls.

~~TABLES~~ - Spaces **DO NOT INCLUDE A TABLE**. ~~We have a limited number of 6 foot tables for rent for an additional \$5. They are available on a first-paid basis until they are gone. Table cloths are not provided.~~ **TABLES SOLD OUT**

CHAIRS - All spaces include 1 chair. An additional chair is available upon request (please note it on the Registration Form under "Special Requests").

ELECTRICITY - Electrical outlet access is available in spaces 101-105, 401, 403, 406, 409, 412, and 415 for an additional \$5. Extension cords are **NOT** provided. Spaces 102, 103 and 104 require at least an 8 ft cord to reach the back of the space. Cords should be taped down for safety. Tape down with blue painters tape only.

AVAILABILITY - Spaces are payable in advance and only reserved once payment is received. Spaces are available on a first-come first-paid basis.

4. EARLY BIRD PRICING - Space must be reserved and paid for by August 15th for Early Bird pricing or October 15, 2022 for regular pricing. Once paid, refunds will only be given if FEC cancels the Heart & Home Bazaar – no exceptions.

PAYMENT - Payment may be cash or check made payable to FEC.

Send payments to:

Heart & Home Bazaar c/o First Evangelical Church
4120 NE St Johns Road, Vancouver, WA 98661

Payment by Vendor denotes acceptance of all agreement terms and conditions.

5. CHECK OUT AND WIFI - There is no central checkout. Each vendor is responsible to collect payment for their own sales. Please be sure to bring enough change.

Wifi is available for vendors. Password will be given the morning of the event. We cannot guarantee there will be no service interruptions, so please have a backup plan in case the wifi doesn't work. Please limit use of the wifi to sales transactions only.

6. SET UP / TEAR DOWN

SET UP - Set up begins at **7:00 AM** Saturday and must be completed no later than **8:45 AM**.

Early Set up is available on Friday evening from **4:00 PM** to **6:00 PM**. All vendors must exit the building by **6:00 PM**. We will make every effort to secure the on building Friday night. If you are concerned, please use the Saturday morning set-up time.

TEAR DOWN - Tear down begins at **4:01 PM** and must be completed by **5:00 PM**. **Vendors may not pack up and leave prior to closing time**. Your space must be attended at all times. Please make arrangements for a relief person to come to your aid for restroom or coffee breaks. All items must be removed upon leaving. You must leave your space clean and free of trash.

LOADING / UNLOADING / PARKING

Loading / Unloading will be in the southwest parking lot close to the building. Entrance to the parking lot is from 42nd St between St Johns Rd and St James Rd. Please unload your items and move your vehicle to the Vendor parking in the fenced lot north of 42nd Street. This frees up closer parking for our Bazaar shoppers. The church is located between two ONE-WAY streets. As you exit the lower parking lot, you need to go south (left) on St James Rd to Cherry St, turn left, and then turn left to go north on St Johns to return to church parking.

Bazaar staff is **NOT** available for general use by vendors. Our staff is not allowed to lift items. FEC does **NOT** have hand trucks or carts available for use by vendors.

7. NOT ALLOWED - FEC retains the right to approve all items offered for sale. The following will **NOT** be allowed:

- No Prepared food of any kind, including baked goods and beverages. The Concessions stand will include bake sale type items. Exceptions: Jarred Jams, Jellies, syrups, chocolates and dehydrated mixes produced in compliance with the County Health Department in a commercial kitchen are acceptable with proof of health department permit posted in your space.
- No Alcoholic beverages for consumption or sale
- No Drugs or drug related items
- No Fireworks, explosives or any kind of incendiary material
- No open flames (Candles, etc.)
- No Weapons or ammunition
- No Direct Marketing Sales or Commercial items
- No offensive or pornographic material
- No Counterfeit items or unlicensed merchandise
- Nothing contrary to the beliefs of First Evangelical Church
- No pets are allowed in the gymnasium other than service animals.

Any vendor who violates any of the above activities or who conduct themselves in a manner which disrupts the Bazaar or other vendors, will be removed from the premises. FEC reserves the right to refuse service to anyone.

Please do **NOT** call the church office about the Heart & Home Bazaar. **For questions or additional information, please contact us at heart.home.bazaar@gmail.com OR message us through our Facebook page "Heart.Home.Bazaar"**

Indemnity & Hold Harmless Agreement

The vendor/participant assumes responsibility for repair or replacement of any property or equipment damaged during use. The vendor/participant shall indemnify and hold harmless First Evangelical Church and it's assignees, officers, executors from and against any and all claims, demands, actions, suits, proceedings, liabilities, judgments, awards, losses, damages, costs and expenses, including attorney's fees, on account of bodily injury, sickness, disease or death sustained by any person or persons or injury or damages to, loss, or destruction of any property, directly or indirectly arising out of, relating to or in connection with attendance at this event/vending by the undersigned, whether or not such claims, demands, actions, suits or proceedings are just, unjust, groundless, false, or fraudulent; and the vendor/participant shall and does hereby assume and agree to pay for the defense of all such claims, demands, actions, suits, and proceedings.

First Evangelical Church (FEC) Heart & Home Bazaar Registration Form

Saturday, October 22, 2022

9:00 AM – 4:00 PM

Mail completed registration form and payment to:

Heart & Home Bazaar c/o First Evangelical Church, 4120 NE St. John's Rd., Vancouver, WA 98661

Or drop it off at the First Evangelical church office during office hours (Tues - Fri: 10-12)

For more information or questions contact: heart.home.bazaar@gmail.com

Name: _____

Phone: _____

Email: _____

Address: _____

City: _____

State: _____

Zip: _____

Business Name (if applicable): _____

Website (if applicable): _____

Items being sold: _____

Special Requests: (Be specific - requests will be honored by availability) _____

How did you hear about us? _____

HEART & HOME BAZAAR SPACE RENTAL

For registration and payment received:

By August 15th

August 16 – October 15th

Number of 8'x8' Spaces _____ @

\$35 each = \$ _____

\$40 each = \$ _____

Number of Premium Spaces – SOLD OUT

\$60 each = **SOLD OUT**

\$65 each = **SOLD OUT**

Number of Tables - **SOLD OUT**

\$5 each = **SOLD OUT**

\$5 each = **SOLD OUT**

*** Please note: First E has a limited number of 6 foot tables available on a first-paid basis ***

Electrical Outlet Access @

\$5 each = \$ _____

\$5 each = \$ _____

TOTAL = \$ _____

TOTAL = \$ _____

Make checks payable to: FEC

By signing, I am stating that I have read and understand the enclosed First Evangelical Church Heart & Home Bazaar Vendor Agreement and agree to abide by everything stated in it.

Signature: _____

Date: _____

Printed Name: _____

LIKE and SHARE our Facebook page: Heart.Home.Bazaar

Office use only:

Registration Rec'd By: _____ Date: _____ Cash: _____ Check #: _____ Space #: _____