

2024 Heart & Home Christmas Bazaar

First Evangelical Church (FEC) Vendor Agreement

1. The First Evangelical Church (FEC) **Heart & Home Christmas Bazaar** will take place in the gymnasium from 10:00am - 3:00pm on **Saturday, November 9, 2024**. 4120 NE St Johns Road, Vancouver, WA

2. **The Heart & Home Christmas Bazaar** will be a craft / handmade / artisan Bazaar only. No Direct marketing sales or commercial products. The exception will be commercial fundraiser items by our hosts Hosanna Christian School or First Evangelical Church.

3. Christmas Bazaar Spaces:

SIZES - Most spaces are 8'x8' or 10'x8'. There are 2 larger premium spaces in the alcove which are 7 feet deep, spanning 17 feet at the front, tapering to 9 feet at the back. Both have access to electricity (if needed).

All merchandise must be contained within the designated selling space. Spaces are immediately side-by-side with no room in between. Please plan your entrance into your space within your square footage. 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**.

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 8 wall spaces for an additional \$5. Extension cords are NOT provided. Cords should be taped down for safety. Tape down with blue painters tape only.

AVAILABILITY - Spaces are available on a first-come first-paid basis, payable in advance, only reserved once payment is received. We ask returning vendors to request a space **SIZE** (8x8 or 8x10) **AND TYPE** (wall, corner, interior) first with their registration form, listing first and second choices. If you would like the same space as last year, we will try to accommodate you but cannot guarantee the space. When your space number is confirmed via email, then send payment. Payment should be made as soon as possible. If not paid by the date listed in the email, the space will be released to other vendors.

4. **EARLY BIRDS** - Registrations are available EXCLUSIVELY to returning Vendors until September 8. We expect to fill up quickly. On September 9 registrations will be open to the general public if spaces are still available.

5. **PAYMENT** - After confirmation of your space, payment can be made online, or by cash or check. Online payments are through our church website. Go to www.firste.org and click on "Giving". Click "Give online now". You do not need to create an account. Enter the dollar amount for your payment, then select "Bazaar" for where the funds should go. Date it today's date, NOT the bazaar date. Forward a copy of your payment confirmation email to heart.home.bazaar@gmail.com

Cash, (we cannot make change) or **check** made payable to FEC can be dropped off at the church office Tuesday thru Thursday from 9-12, or mailed 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.

6. **CHECK OUT AND WI-FI** - Each vendor is responsible to collect payment for their own sales. Please be sure to bring enough change. Wi-fi 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 wi-fi fails.

7. **SET UP / TEAR DOWN - SET UP** - Set up begins at **8:00 AM** Saturday and must be completed by **9:45 AM**. Early Set up is available Friday from **4:30 PM to 6:00 PM**. A security person will be on hand Friday during set up. School students may still be on premises. Please do not interact with students. Vendors must exit by **6:00 PM**. We make every effort to secure the building overnight.

TEAR DOWN - Tear down begins at **3:01 PM**. Vendors may not pack up and leave prior to closing time. Leaving early violates your vendor agreement and is rude to other vendors and to customers. You forfeit any opportunity to return in future years. Tear down must be completed by **4:30 PM**. All items must be removed upon leaving. Leave your space clean and free of trash. Please carefully pull up the blue tape marking your space as you leave.

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. We will have staff checking in with you, but they may not be available at the time you need a break.

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 DO NOT BLOCK THE LOADING RAMPS**. Please unload your items and move your vehicle to the Vendor parking in the fenced lot north of 42nd Street. This frees up parking for other vendors unloading and for our Bazaar shoppers. **DO NOT bring your items in from the upper entrance** to the building. Upper areas are carpet and rainy weather may cause dirt / mud tracks on the carpets.

The church is located between two ONE-WAY streets. As you exit the lower parking lot, you 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.

For insurance reasons, 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.

8. CANCELLATIONS / REFUNDS / FORFEITURE

We understand unexpected things can happen. Please notify us if you have to cancel. Any cancellation prior to October 31 will be refunded less a \$20 fee if we can find someone to fill your space. No refunds after October 31. Please note that if your space is not set up by 9:45 am Saturday, it will be forfeited to another vendor

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

- No Alcoholic beverages for consumption or sale. Empty bottles as part of a display are okay
- No Drugs or drug related items
- No Fireworks, explosives or any kind of incendiary material. No Weapons or ammunition
- No open flames (Candles, etc.)
- 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.

Prepared food will be allowed in compliance with the Clark County Washington Health Department, and prepared in a commercial or licensed Kitchen, with proof of health department permit or approval. Be aware that the health department will stop by at some point during the sale to verify your documents

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.

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.

Please do NOT call the church office about the 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"



Vendor Registration

Heart & Home Christmas Bazaar



Saturday, November 9, 2024

10:00am - 3:00pm

First Evangelical Church, 4120 NE St Johns Road, Vancouver, WA 98661

Name: _____

Phone: _____ Email: _____

Address: _____

City: _____ State: _____ Zip: _____

Business Name (if applicable): _____

Website (if applicable): _____

List ALL items being sold. This will help us separate vendors with similar products

Please choose your desired type of space. Please list your first and second choices. (Write 1 and 2). DO NOT PAY until you receive an email confirmation of your space.

☐ 8'x8' Interior Space - ~~\$40~~ \$35

☐ 10'x8' Interior Space - ~~\$45~~ \$40

☐ 8'x8' Corner Space - ~~\$45~~ \$40

☐ 10'x8' Corner Space - ~~\$50~~ \$45

☐ 8'x8' Wall Space - ~~\$45~~ \$40

☐ 10'x8' Wall Space - ~~\$50~~ \$45

☐ 23'x7' Alcove Space - ~~\$70~~ \$60

☐ Same space as last year

☐ 12'x7' Alcove Space - ~~\$50~~ \$45

☐ Electrical Outlet Access - \$5
(some wall spaces & alcove only)

Special Requests: (Be specific. Requests will be honored if possible)

☐ I have read and agree to the terms of the vendor agreement

Submit this form to heart.home.bazaar@gmail.com

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