

2018 Holy Rosary Catholic Church Christmas Bazaar – Application

November 17, 2018 9:00 a.m. - 4:00 p.m.

Registration Information

Name _____

Address _____

Phone _____ Email _____

Business Information

Business/Exhibit Name _____

Items to be sold (please describe in detail. **(attach photos of items & booth display or email photos to erintmullican@gmail.com)**)

Website/Facebook/Etsy/Instagram pages: _____

Are you willing to donate a door prize or Silent Auction item? YES NO

Booth Selection (8 x 6 ft space)

of Booths Requested (2 max) @ \$50 each _____ = \$ _____

Additional options (after booth fee above)

Table Rental - 6ft table @ \$10 each _____ = \$ _____

Number of chairs needed (no charge) _____

Electrical - check one required ; if available; no need

Total Included _____ Check Number _____

Please make checks out to Holy Rosary Catholic Church, Ladies Guild with Christmas Bazaar in the memo.

Please mail to Holy Rosary Catholic Church Craft Fair c/o Cyndi, 192 Graylynn Dr., Nashville, TN 37214

or pay through <https://paypal.me/holyrosaryacademy>

Applicant Signature _____ **Date** _____

Holy Rosary Catholic Church Bazaar– 2018 Information

Location: The bazaar will be held in the Holy Rosary Academy dining hall, adjoining foyer and school hallways at Holy Rosary Catholic Church in Donelson, TN at 192 Graylynn Dr., Nashville, TN 37214.

Christmas Bazaar: Holy Rosary Catholic Church/Ladies Guild & Evening Angels is hosting a bazaar which includes a bake sale, Grannie's Attic with gently used items, vendor space for hand crafted items and direct sale companies . Food trucks will be on site for lunch.

Parking: Parking is available in the cafeteria parking lot and in the church back parking lot.

Booth Space: Booth Spaces are 8 x6 feet with enough space to put an 8 ft t and 4 ft table, you may request a double booth space, but the quantity will be limited. Booth sharing is not permitted. All edges will be marked and you must stay within your designated space to aid in the ease of fluidity traffic. Any items extending past booth space will be asked to be removed.

There is to be no open flames, microphones, or stereos permitted at the show. Electricity is offered and provided for the needs of display. Please let us know if you require electricity and we will try to have you close to an outlet. Vendors are allowed 1 extension cord and it may not run across walkways. Only pre-authorized appliances will be allowed.

Application/ Confirmation: Application deadline is **November 6th**. Vendors will receive a confirmation email when accepted. Vendors not accepted will have their checks returned if self-addressed, stamped envelope is provided, otherwise it will be destroyed. A waitlist will be created in the event of cancellation of booths, or more space becoming available. The first 35 booths will be in the dining hall, additional booths will be placed in the hallways.

Check in/Set-up: Vendors will be shown their space upon arrival at check in. Vendors may enter the building to set up at **7-8 p.m. on Nov. 16th or 7-9 am on Nov. 17th**. Vendors may unload from the parking lot directly in front of the cafeteria. After unloading please move your vehicle to the area designated "vendor parking". All booths must be completely ready by 9:00 am when the doors open to the public on Saturday, November 17, 2018. There will be some youth volunteers to help with loading and unloading.

Tear Down: Booths are to not be broken down prior to 4:00 p.m. on Nov. 18, 2017. Any booth that tears down early will not be invited back to future events. Vendors are asked to make sure all trash is cleaned up in their area upon departing.

Payment/Taxes: Booth Fees must be paid in full with application. Vendor is responsible for collecting and paying all sales tax. Holy Rosary Catholic Church, Ladies Guild and Evening Angels will not monitor, nor be responsible for tax collection. Holy Rosary Catholic Church, Ladies Guild and Evening Angels and all volunteers are not responsible for any damages, or loss to/from any display or vehicle.

Cancellation: Cancellations prior to **October 25, 2018**, are eligible for a full refund. Cancellations between **October 25 and November 6, 2018**, 50% of your booth fees will be donated to the Ladies Guild/Evening Angels. After **November 6, 2018** no refunds will be given and 100% of booth fees will be donated to the Ladies Guild/Evening Angels. Booth may **not** be sold or transferred without permission.

Contact: Please contact Lisa at lisalink14@gmail.com with any question. Or call the church office at 615-889-4065. Mail applications with payment to 192 Graylynn Dr., Nashville, TN 37214 or email to cynthia@holyrosary.edu.

Holy Rosary Catholic Church/Ladies Guild/Evening Angels reserve the right to enforce guidelines within this information form and ask that conduct remain respectful to the integrity of the Church. Any conduct contrary to the values of these organizations will result in the immediate forfeit of booth fees and a request to leave the premises.

Release: I release and waive any claims against Holy Rosary Catholic Church, Holy Rosary Academy, Ladies Guild and Evening Angels for any loss or damage to merchandise, equipment or vehicles which are not owned by Holy Rosary Catholic Church, Holy Rosary Academy, Ladies Guild and Evening Angels or for any injury to person or other property damage which may occur at or during the Holy Rosary Christmas Bazaar.

Vendor Signature _____ Date _____

Printed Name _____ Business Name _____