# Christ Episcopal Church

# Springtime Artisans Bazaar (SAB)

# Rental Space Contract

## How to Register as a Vendor

1. Download the form, fill it out and save with a new file name on your computer.
2. Email the completed form to bobbiewallstrom@yahoo.com
3. Pay for your booth.
	1. By credit/debit card at <https://www.cectx.org/>. Click on the *Donate* button at the bottom of the home page and use the PayPal form that pops up.
		1. Select *Other (Please specify in notes)* from the drop-down menu.
		2. Enter **SAB** as the note to ensure your payment is properly credited.
	2. By check mailed to Christ Episcopal Church, 3520 W Whitestone Blvd. Cedar Park TX, 78613
		1. Payable to CEC
		2. Memo: **SAB**

**By completing and submitting this form you agree to the Terms and Conditions below.**

|  |  |
| --- | --- |
| Name | Click or tap here to enter text. |
| Business Name | Click or tap here to enter text. |
| Address | Click or tap here to enter text. |
| City | Click or tap here to enter text. |
| State | Click or tap here to enter text. | Zip | Click or tap here to enter text. |
| Mobile Phone | Click or tap here to enter text. | Home Phone | Click or tap here to enter text. |
| Email | Click or tap here to enter text. |

|  |
| --- |
| The items in my booth meet the requirements in section 5.1 below. (Check box for YES.) |[ ]
| Briefly describe below the type of items you will be selling, e.g. hand made jewelry, artisanal food items. |
| Click or tap here to enter text. |

|  |
| --- |
| For CEC Craft Show use only |
| Space # |  |
| Fee Paid |  |
| Date |  |

## Show Date and Time and Location

* Saturday, May 4, 2024
* Start Time: 9:00 am
* End Time: 2:00 pm
* Christ Episcopal Church

## Rental Space Options

SAB offers two types of rental spaces. Select the one you wish to rent by checking the box next to the option.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Choice (Check one) | Description | Rate | # of Spaces | Total Due |
| [ ]  | 10’ x 10’ Outdoor space under the trees (you provide your own tent) | $25**\*** | Click or tap here to enter text. | Click or tap here to enter text. |
|[ ]  10’ x 10’ Covered space on the porch (no tent needed) | $35**\*** | Click or tap here to enter text. | Click or tap here to enter text. |

## \*Plus a donation of an item of your choice from your booth valued at $10 or more for use in a raffle.

## Terms and Conditions

1. Rental Spaces: Spaces are reserved on a first-come first-served basis. Your paid fee reserves your space. The rental period is one day only for the SAB. Exhibitor spaces will be assigned. Placement, flow and competition will be taken into consideration to provide the best experience for SAB attendees. Exhibitors must ensure that none of their display equipment extends beyond the space they have reserved; this includes any rails, stands or additional equipment. Each rental space is covered and is approximately 10’ x 10’. Exhibitor will provide chairs, tables, stands and all other setup for their space. There are no refunds. SAB reserves the right to decline any application for space if it deems such action to be in the best interest of the SAB.
2. Payment: The full payment is a non-refundable registration fee for the assigned space and is due with the submission of this agreement.
3. Cancellation of Space: SAB is not liable if weather or other conditions prevent the Exhibitor from attending and fulfilling the contractual obligation as an Exhibitor. No refunds will be made for weather, accident, health, or other causes for non-participation. SAB will be held rain or shine.

1. Exhibitor Options: You may substitute another Exhibitor in your spot provided the Exhibitor adheres to all stated policies as though they were the original Exhibitor. Please call or text any changes/substitutes to 281-799-0114 at least 72 hours before 9:00 a.m. on the scheduled date for the SAB. No substitutions will be allowed less than 72 hours in advance.
2. Exhibitor Items:
	1. The following items may be sold:
		1. Handmade items created by the Exhibitor
		2. Artisanal food items that are NOT single serving, ready-to-eat items (e.g. items allowed under the Texas Cottage Food Law or made in a commercial kitchen if required to be time and temperature controlled). Any samples offered by Exhibitors shall be handled in accordance with all food handling ordinances and requirements.
	2. The following items may not be sold:
		1. “Adult Only” (sexual) items;
		2. Food or Drinks ready for consumption (e.g. hotdogs, canned drinks, bottled water, single cookies or brownies, candy bars, etc...).
		3. Garage Sale/Flea Market type items. This is not a garage sale or flea market. No items deemed garage sale/flea market type items in the sole judgement of the SAB organizers will be allowed.
		4. Retail items such as Scentsy candles, press on nails, etc. All items are required to be made by the Exhibitor.
3. Exhibitor Responsibility: Exhibitor will be fully responsible for any loss or damage to their property by theft, fire, or casualty. Exhibitor will be fully responsible for any damage which may be incurred to the facility or to another Exhibitor’s booth as a result of or in connection with vendor’s booth operation. Each Exhibitor is responsible for the conduct of its representatives and their activities. Exhibitors and their representatives must not detract from the welfare or image of the SAB. Exhibitors shall not play music, videos or other media at a volume that can be heard beyond the boundaries of their booth space.
4. Indemnification: Exhibitor agrees to indemnify and hold harmless the SAB and all event organizers and other Exhibitors from and against any loss, expense, claims, damages, causes of action, injuries, suits or damages, suits to person or property, including attorney’s fees, arising out of and/or related to the operation of the Exhibitor’s booth at the SAB.
5. Setup/ Break Down: Setup begins at 7:00 AM. All spaces must be set up and ready to sell by 9:00 AM the day of the SAB. All of Exhibitor’s vehicles must be moved to the designated parking area for Exhibitor/Artists by 9:00 AM. Break down can start no earlier than 2:00 PM and must be completed by 4:00 PM on the day of SAB. No Exhibitor is to close before the official closing time of 2:00 PM. Before leaving, Exhibitor’s space must be clean and trash free.