



**BETHEL TEMPLE CHURCH
VENDOR APPLICATION**

Please submit your application to Kim Hewlett at
Bethel Temple Church ■ 1705 Todds Lane Hampton, VA 23666
APPLICATION DEADLINE: WEDNESDAY, DECEMBER 6, 2017

Name(s): _____

Business/Company Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Cell Phone: _____

E-mail: _____

Product Information: Please list and describe item(s) you will be selling. Use back if more space is needed.

Vendor is selling food items? YES NO If yes, is Health Department permit attached? Yes No*

Location (choose one): Prime (\$40) Regular (\$30)

Additional needs: Tables: (\$10 each) _____ Electricity: (\$5) _____

Location: \$ _____ + **Additional needs:** \$ _____ = **TOTAL DUE:** \$ _____

Payment Type: Cash Check (payable to Bethel College) Credit Card

Card Number - -

Exp Date / CSC Zip Code _____

Vendor signature _____ **Date:** _____

OFFICE USE

*Vendor verified by BTC staff as Bethel Temple Church *active member*. Yes

Date application/payment received: _____ Received by: _____

BETHEL TEMPLE CHURCH VENDORS INSTRUCTIONS

- Bethel Temple Church is the sponsor for this Christmas Craft Fair taking place on Saturday, December 9, 2017. Event sponsor reserves the right and discretion to deny any vendor application.
- Vendor fees are: \$40 (premium space), \$30 (regular space), \$10 (table rental), \$5 (electricity) is required for all vendors. No vendor space is confirmed until the vendor agreement is signed and accompanied with the total vendor fee. All fees are non-refundable.
- Vendor must list all items/services to be sold on the vendor application. No items/services shall be sold that are unlisted. Sponsor reserves the right to ask any unlisted items be removed from the table and/or shut down the violating vendor station without refunding the vendor fee.
- ALL items sold must be family-friendly. Vendors are expected to display, sell, or distribute items that do not conflict with Christian values. The display or selling of merchandise contrary to Christian values and beliefs of Bethel Temple Church will not be allowed and the vendor station will be shut down.
- Vendors selling food must purchase a Hampton Health Department temporary food sale permit (\$40) and submit it to Bethel Temple Church no later than Monday, December 4. Bethel Temple *active members* are not required to have this permit. Membership status will be verified prior to application acceptance.
- The following are NOT permitted on the Bethel Temple Church campus: drugs, alcohol, tobacco, firearms, or animals.
- Vendor prices should be clearly posted or marked on each item, and a receipt provided to each customer.
- Payment methods: Bring small bills to make change for cash purchases. We cannot provide change for you on the day of the event. Credit card machines must be provided by the vendor. Decide in advance if you will take the risk to accept checks from people you do not know. Post a sign of all the payment methods you will accept.
- Provide bags for buyers' purchases. We cannot provide bags for you on the day of the event.
- Returns: If you will not accept returns, post a sign stating ALL SALES FINAL
- Clean up your area before you leave. NO ITEMS or TRASH can be left behind. If your area is left unclean, you will be assessed a clean up fee of \$50.
- Vendor displays/items must remain within that vendor's assigned area, and they may not disrupt, hinder access to, or block the view of another vendor's booth
- Vendors cannot share table space with another vendor without prior approval in writing. Any unauthorized vendor and those responsible for that vendor's attendance will forfeit vendor rights along with vendor fee, and their station will be shut down.
- Vendors expressly release Bethel Temple Church from liabilities and waive the right of legal action resulting from injuries, theft, and/or loss of property.
- Vendor set-up times: Friday, December 8, 12 pm - 8 pm and Saturday, December 9, 6 am - 9 am. Vendor break-down/clean up must be completed by 8:00 pm on Saturday December 9. Shopping is on Saturday, from 9 am - 6 pm. Our café will be open to purchase lunch.
- Vendors must have at least one person manning their table during the allotted times of operation.
- Bethel Temple Church does not warrant or guarantee any particular results from this event nor does it guarantee a particular number of attendees or exhibitors.