



Lutheran Church of the Master

2340 West Cactus Rd.
Phoenix, Arizona 85029

602.997.7439
www.lcomaz.org

Dear Craft Vendor:

LUTHERAN CHURCH OF THE MASTER will be holding its Fall Festival and Craft Fair on Saturday, November 4, 2017 from 10am to 4pm. There will be yard games, face painting, pony rides, petting zoo, fall photo ops and a bouncy house. This festival is open to the public for free.

As part of this festival, we are having a craft fair in our Fellowship Hall. We are looking for vendors to participate at this event during this busy time of the year. Please review the contract and vendor information attached.

The craft fair hours will be from 10:00 am to 4:00 pm. Spots will be approximately 5 ft. x 10 ft. A 6 ft. table and 2 chairs are included in the vendor price.

Please return the contract and fee as soon as possible to ensure your spot at this event. If you have any questions, please email the church at lcomaz@yahoo.com.

Thank you.

Lutheran Church of the Master

Beth Lowery
Contact Person

Church Contact: www.lcomaz.org
Phone # 602.997.7439 (leave message)

LUTHERAN CHURCH OF THE MASTER
2340 West Cactus Road
Phoenix, AZ 85029
Saturday, November 4, 2017 10am – 4pm

CRAFT FAIR VENDOR CONTRACT

Please sign, complete and return this page with your payment. By signing this form, you are agreeing to the following terms and conditions. **Keep a copy of this for your records.**

1. Name

2. Address

3. City, State, Zip

4. Telephone Number (please list 2 in order of preference and if it is a cell #)

5. Email address

6. Craft Category (i.e. jewelry, paper crafts, crocheting, etc.)

7. Brief Description of what you will be selling. If a Direct Sales company, please be specific stating the company name. (i.e. Gold Canyon Candles, etc.)

8. Special Requests (i.e. electricity, etc.)

Read and sign the following: The undersigned applicant understands the conditions under which he/she will be allowed to exhibit in Lutheran Church of the Master Fall Festival and Craft Fair (located on the second page of this packet) to be held on Saturday, Nov. 4, 2017. If chosen to participate in the event, the undersigned agree to be responsible for any damage to the Church premises and assigns, to release, discharge, indemnify, hold harmless and waive their rights of subrogation to the Lutheran Church of the Master, its officers, members, volunteers, affiliates, associates, tenants, committee members thereof and from all claims, demands action or cause of action, which may hereafter exist by reason of any damage, loss or injury which may be sustained by the Lutheran Church of the Master Fall Festival and Craft Fair.

Signature: _____ Date: _____

PLEASE MAKE \$25 CHECK OR MONEY ORDER PAYABLE TO: Lutheran Church of the Master

Mail to: Lutheran Church of the Master

2340 West Cactus Road, Phoenix, AZ 85029. Attn: Craft Fair

Questions: Please contact us at comaz@yahoo.com

FOR OFFICE USE:

DATE PAYMENT RECEIVED _____ **CHECK #** _____ **CASH** _____ **Space #** _____

LUTHERAN CHURCH OF THE MASTER CRAFT FAIR

Saturday, November 4, 2017 10am – 4pm

Vendor Information: Please keep this page for your information.

1. FAIR LOCATION: This is an indoor only craft fair held at: LUTHERAN CHURCH OF THE MASTER CHURCH, 2340 West Cactus Road, Phoenix, AZ 85029. It is being held in our Fellowship Hall.
2. BOOTH SIZE: Approximately 5' deep x 10' wide.
3. CRAFT FAIR FEE: \$25. (Specific payment information below on #17)
4. TABLES & CHAIRS: A 6' table is provided at no extra charge (and 2 chairs) and must be kept within the booth size.
5. DISPLAYS: Exhibitors must bring their own display materials. No items may be attached to the walls of the exhibit hall. Please bring your own table cloths.
6. MANDATORY DONATION: Each craft vendor must donate one item (a tax donation for you), which will be included in the raffle drawing(s) to be held during the fair. Bring this item to the check-in table. The proceeds will benefit a children's charity TBD.
7. BOOTH SHARING: Booth sharing is allowed, however, each person must fill out a separate application for approval.
8. CANCELLATIONS AND RETURNS: Registration fee is refundable prior to Oct 4th. The fee is nonrefundable one month prior to the fair (between Oct 5th and Nov 4th).
9. TAXES: It is your responsibility of the exhibitor to collect and submit all required taxes on merchandise they sell.
10. COVER OF YOUR BOOTH: Please handle discreetly or ask someone to watch your booth if you must leave your area. Your booth is to be staffed at all times. You are responsible for your own merchandise.
11. SET UP AND BREAK DOWN: You should have your area ready to greet customers by 9:45am. The doors open at 7 am, giving you ample time to set up. Show hours are 10am to 4pm. All displays are to remain set up until the close of the show at 4 pm. All merchandise must be packed and removed from your area no later than 6 pm.
12. ADDITIONAL INFORMATION REGARDING VENDOR BOOTHS: Booths must be kept clean at all times and must be left clean at the end of the show. All items not displayed must be kept under your tables or boxed and out of sight. If your craft causes damage in your space, either to the walls or the floor, we will hold you financially responsible for the damage that occurs.
13. SELLING CATEGORIES: We require that you enter a category of what you'll be selling. For example, jewelry, gift baskets, candles, etc. as well as a brief description of the items you sell. We allow only items that are appropriate and approved prior to the fair date. Any non approved items or items in poor taste will be asked to be removed from your booth. Lutheran Church of the Master is committed to maintaining a God-honoring environment. Merchandise with profane language or inappropriate images will not be allowed. The church staff has the right to ask vendors to remove any merchandise which is deemed inappropriate.
14. REGARDING THE SELLING OF FOOD: Food stuff may be sold as long as the items are packaged and wrapped. Items may be left out for taste testing, but must be approved by the committee prior to the date of the fair. It is the responsibility of the vendor to have the necessary food handling licenses.
15. REGARDING SPECIAL REQUESTS: Although we will make every effort to honor any special requests, we cannot guarantee that we will be able to honor them due to space allocations. We appreciate your understanding on this matter.
16. VENDOR PARKING: Vendors must park in the north lot. There is a door that will be opened near the parking lot to bring in your items to set up.
17. PAYMENT: Please make checks payable to Lutheran Church of the Master. Mail to: Lutheran Church of the Master, 2340 West Cactus Road, Phoenix, AZ 85029. Attention: Craft Fair. Once we receive and approve your full application form and payment, you will be issued a spot.

You will receive your booth assignment/location on the day of the fair. Please report to the vendor check-in table which will be located at the entrance door of the Fellowship Hall at the east side of the room.

Thank you for your interest in our craft fair!