

# St. Patrick's Anglican Church - 2025

## Cookie Walk & Vendor Fair – Vendor Agreement

All written communication will be via email.

Primary contact: [stpatrickspsj@gmail.com](mailto:stpatrickspsj@gmail.com)

### 1) Reservations

- **Deadline:** Submit this complete agreement **no later than 10 days before the event.**
- **Electricity:** Not available.
- **Weather:** Be prepared for sun, rain, or wind. **No rain dates** are offered.

### 2) On-Site Check-In

- **When/Where: Saturday, 7:00–8:30 AM,** Parish Hall, St. Patrick's Anglican Church.
- **Requirement:** All vendors must check in **before 8:30 AM.**
- **Fees/Donations:** There is currently **no charge** for the table/space. **There is a voluntary end-of-day donation (suggested 10%).** An envelope will be provided; please return it to our **treasurer** in the Parish Hall when the event ends.
- **Tables/Chairs:** We have a limited number of tables and chairs available for vendors. These are on a first-come, first-served basis – if you do not contact me concerning a table, I will assume you are bringing your own. We have plenty of metal-folding chairs to accommodate everyone. Please make sure you return the table and chairs to the condition you received them.

### 3) Exhibitor Space, Set-Up & Tear-Down

- **Booth Size:** Approx. **10'×10'** (some spaces may be slightly angled to fit the property layout).
- **Friday Set-Up: Not permitted.**
- **Set-Up Deadline:** All exhibits **are in place by 8:30 AM on Saturday.**
- **Event Hours:** Vehicles **not permitted in exhibit areas 8:30 AM–12:00 PM.**
- **Tear-Down:** Begins **12:00 PM** Saturday; please remain set up until then.
- **Parking:** Exhibitor parking is on the **east lawn** of the church. Volunteers can assist with directions.
- **Restrooms:** Restrooms are available in the Parish Hall.
- **Security:** Please always secure your valuables.
- **Priority by community, then by date received (as available):**
  1. Port St. John exhibitors
  2. Canaveral Groves, Titusville & Cocoa exhibitors
  3. Others

### 4) Vendor Information (please complete)

- **Your Name:** \_\_\_\_\_
- **Business Name:** \_\_\_\_\_

- **Address:** \_\_\_\_\_
  - **Telephone:** \_\_\_\_\_
  - **Email:** \_\_\_\_\_
  - **Website / Facebook:** \_\_\_\_\_
  - **Briefly describe your art/craft/products:**
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**5) Terms & Acknowledgements**

- **Liability Release:** I (the “Registrant”) release and forever discharge **St. Patrick’s Anglican Church**, its officers, representatives, volunteers, heirs, and assigns from any responsibility, personal liability, loss, theft, injury, or damage connected with this event. \_\_\_\_ Initial
- **Compliance:** I, (the “Registrant”) certify the information provided is accurate and that I am legally authorized to sell the items offered (created by me or sold under a valid license). I will comply with all applicable laws, ordinances, and event policies.  
\_\_\_\_Initial
- **Sales Tax & Permits:** I (the “Registrant”) am responsible for collecting/remitting any required sales tax and securing any licenses/permits required by law. \_\_\_\_Initial
- **Prohibited Items:** No illegal, unsafe, or offensive items. \_\_\_\_Initial
- **Weather & Force Majeure:** The event is **rain or shine**. The church may modify, postpone, or cancel for safety or causes beyond its control without liability. \_\_\_\_ Initial
- **Communication:** I (the “Registrant”) agree that **email is the official method** of written communication for event updates and confirmations. \_\_\_\_Initial
- **Photo/Video:** I (the “Registrant”) grant permission for photos/video of my booth/products to be used in church promotional materials without compensation. \_\_\_\_Initial
- **Code of Conduct:** I will maintain a family-friendly, respectful environment, and keep my space clean and free of hazards. \_\_\_\_Initial
- **Trash:** I will pack out or properly dispose of all trash and packaging. \_\_\_\_Initial

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_