

Tabernacle Baptist Academy Craft Fair

Saturday, April 13th

9:30a – 2:30p

Vendor Application Form

Tabernacle Baptist Academy is hosting its 2nd annual Craft Fair & Flea Market. Thank you for your interest in participating! Proceeds from our sale will be used to fund our boys & girls' sports programs. Please complete this form if you would like to participate at our event. Please tell any other craft vendors you feel may want to participate at our show.

Individual Contact Info:

Name: _____ Title: _____

Email: _____ Phone: _____

Company Info:

Company Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Website: _____

Facebook: _____ Twitter: _____

Type of product (circle your selection):

Handmade

Craft

Décor

Fabric Art

Jewelry

Clothing

Pottery

Woodwork

Direct Sales (company name): _____

Other: _____

List of items to be sold: _____

Other information you feel we should know: _____

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Vendor Fees:

Each booth is provided with one 6' table and two chairs. Rental fee is \$35/booth.

Please circle desired booth quantity:

1 2 3 4 5 6 7

Limited electrical access is available on a first come/first serve basis. A cost of \$10 will be added to the registration fee. Vendors must provide their own cords.

Do you require electricity? Yes No

For the application to be considered, the following must be included:

- Complete the Vendor Application Form
- Sign the Terms and Conditions document
- Mail, email, or text photographs, images, or web link of your products
- Payment: Method of payment: Check Cash Paypal
 Please make checks payable to Tabernacle Baptist Academy
 Total payment enclosed: _____

Mail, email, or drop off all forms by Thursday, February 28th to:

Tabernacle Baptist Academy
Craft Fair & Flea Market
717 Whitehurst Landing Road, Virginia Beach, VA 23464
Academyofpatriots@gmail.com

*If paperwork is emailed, the application will not be accepted until payment is received.

Office Use Only Below Line

Date Registration Received: _____

Payment Received Date: _____

Payment Method: _____

Check Number: _____

Date Confirmation Email Sent: _____

Booth Assignment: _____

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Terms and Conditions

1. **Setup/Break Down:** All Vendors must be set up and ready to sell fifteen (15) minutes prior to start time on the day of the event. Vendors may begin setting up two (2) hours prior to start time the day of the event. (Craft Fair Vendors may be allowed to set up their booths the night before the event, if scheduled with Event Planner – Nicole Kimbler). Break down can start no sooner than the official closing time of the event and must be completed within one (1) hour of closing time. No vendor is to close before the official closing time. Vendors are responsible for their areas. Before leaving, be sure your area is clean and trash-free.
2. **Staffing:** Vendor areas must be manned at all times and remain intact until the close of the event. Tabernacle Baptist Academy (TBA) is not responsible for merchandise or display materials.
3. **Vendor Items:** Each vendor must submit a few photographs of their merchandise to academyofpatriots@gmail.com. TBA reserves the right to have items removed that are considered not appropriate. No profanity, tobacco or alcoholic items/references, open flames without authorization, or suggestive material are permitted.
4. **Vendor Responsibility:** Vendor will be fully responsible for any loss or damage to his or her property by theft, fire, or casualty. TBA expressly disclaims any responsibility for same. Vendors shall be responsible for any damage which may be incurred to the facilities as a result of or in connection with its operation. Each vendor is responsible for the conduct of his employees and/or representatives, and activities must not detract from the image or welfare of the Craft Fair, or TBA.
5. **Vendor Spaces:** Vendor spaces will be assigned for the Craft Fair only. Flea Market areas are first-come, first-serve. Placement, flow, and competition will be taken into consideration to provide the best experience for event attendees. If you have special space needs, please include your request with your application and we will make every effort to accommodate you. Spaces are reserved on a first-come, first-serve basis. Vendors must ensure that none of their display equipment extends beyond the booth areas they have rented; this includes rails, stands, or additional equipment.
6. **Direct Sales:** Only one vendor from each direct sales company will be allowed. Spaces are reserved on a first-come, first-serve basis.
7. **Acceptance:** TBA reserves the right to decline any application for space if it deems such action to be in the best interest of the Craft Fair and/or Flea Market.

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8. **Payment:** The full payment is a non-refundable registration fee for the requested space and is due with the submission of the Vendor Application.
9. **Electricity:** Electricity will be available for the Craft Fair only and will be assigned on a first-come, first-serve basis as electricity is not accessible at all areas. Extension cords are not included in the fee and must be provided by the Vendor. An additional \$10 will be added to each rental fee for electricity access.
10. **Table and Chairs:** **Craft Fair** – Table and chairs are included with fee.
Flea Market – Tables and chairs are **NOT** included.
Vendor must provide and set up their own.
11. **Cancellation:** Application fees are not refundable. TBA is not liable if weather or other conditions prevent the Vendor from attending the event. No refunds will be made for weather, accident, health, or other causes for non-participation.
12. **Indemnification:** Vendor agrees to indemnify and hold harmless Tabernacle Baptist Academy and Tabernacle Baptist Church, and it's associated ministries, from any loss, expense, claims, damages, causes of action, injuries, suites or damages, suits to person or property, including attorney's fees, arising out of or related to the operation of the Vendors at the TBA Craft Fair & Flea Market.

Printed Name: _____

Signature: _____

Date: _____

Vendor Company: _____