

# Craft & Vendor FAIR

Thank you for your interest in Cherokee Springs UMC Craft and Vendor Fair! We look forward to you joining us for this event. Proceeds from our event will be used by the CSUMC United Women of Faith charitable projects. Please fill out the attached form if you would like to participate in our fair. Details regarding the fair are listed below.

**DATE:** **Saturday, October 21, 2023**

**TIME:** **10am – 4pm**

**VENDOR FEES:** \$35/indoor or outdoor space & door prize item  
\$10/8' foot table rentals available for indoor spaces (first come, first serve)  
Registration will close on October 18<sup>th</sup> (registration and payment must be received by then)

All vendors must agree to the following terms, please retain this informational sheet:

- 1) **Setup/Breakdown:** All vendors should be set up and ready to sell by 9:45am the day of the fair. Vendors may begin setting up at 7:30am the day of the fair. We ask that vendor refrain from breaking down prior to 4pm and should be completed by 5:00pm. Vendors are responsible for their space and we please ask that your space is clean and trash-free before you leave.
- 2) **Staffing:** We ask that vendor spaces be manned at all times during the fair. Cherokee Springs UMC (CSUMC) is not responsible for merchandise or display materials.
- 3) **Spaces:** Vendor space will be assigned. This event will take place indoors and outdoors at Cherokee Springs UMC (Fellowship Hall and grounds). Each space will be approximately 10'x10'. Placement and flow will be taken into consideration to provide the best experience for fair attendees. If you have special space needs, please include with your vendor registration and we will make every effort to accommodate you. Spaces are reserved on a first-come first-served basis. Vendors must ensure that none of their display equipment extends beyond the space they have booked; this includes any rails, stands or equipment.
- 4) **Acceptance:** CSUMC reserves the right to decline any application for space if it deems such action to be in the best interest of CSUMC. A signed registration form must be completed for all participating vendors. Vendors must refrain from loud music and use of profanity. CSUMC reserves the right to ask a vendor to leave should their conduct detract from the image or welfare of the fair.
- 5) **Payment:** The full payment is a non-refundable registration fee for the provided space and is due with the submission of the registration form. Registration forms may be mailed or emailed at the information listed below; however, registration is not complete until approved by CSUMC and payment is received. Preferred payment method is check via mail or delivered to church. Any other arrangements must be made prior to the registration deadline.
- 6) **Electricity:** Electricity will be available on first-come, first-serve based on registration. Please indicated on your registration form if you require electricity.
- 7) **Tables/Chairs:** Each vendor must furnish their own tables or stands. A limited number of tables are available for rent and must be paid for with registration submission. A limited number of chairs are available to borrow at no cost on a first come first served basis.
- 8) **Cancellation of space:** Registration fees are not refundable.
- 9) **Indemnification:** Vendor agrees to indemnify and hold harmless Cherokee Springs United Methodist Church from and against any loss, expense, claims, causes of action, injuries, suits or damages.

Submit Vendor Registration Form to:

Karen Branham [tkbranham@aol.com](mailto:tkbranham@aol.com)

Payment mailed to:

2870 Chesnee Highway, Spartanburg, SC 29307



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### VENDOR REGISTRATION FORM

**DEADLINE OCTOBER 18, 2023 (registration, approval and payment)**

Please review the attached informational sheet prior to completing this registration form

Contact Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Description of Items  
to be sold: \_\_\_\_\_

Do you prefer indoor or outdoor? \_\_\_\_\_ Indoor \_\_\_\_\_ Outdoor  
*\*\*Day of event changes may not be accommodated\*\**

Would you like to reserve a table? \_\_\_\_\_ YES \_\_\_\_\_ NO  
*\*\*Tables not available for outdoor spaces\*\**

Will your space require electricity? \_\_\_\_\_ YES \_\_\_\_\_ NO  
*Electricity is available on a limited, first-come first-serve based on order of registration receipt.*  
*\*\*Please note vendors must provide their own electrical cords\*\**  
*You will be notified if we are unable to accommodate your electricity request.*

By completing and signing this registration form you are certifying that you have read the terms listed on the Craft and Vendor Fair informational sheet (page 1), and will adhere to all rules and policies herein.

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Your registration will be confirmed via email within 2 weeks of the time we receive it. Please reach out if you have not received a confirmation in this time frame. Please retain the Craft and Vendor Fair information sheet (page 1).

**\*\*CSUMC Use\*\***

Date Registration Received: \_\_\_\_\_ Date Confirmation Emailed: \_\_\_\_\_

Payment Received: \_\_\_\_\_ Check Number: \_\_\_\_\_

Space Assignment: \_\_\_\_\_