



## Chino Valley United Methodist Church

735 East Road 1 South

Chino Valley, AZ 86323

928-636-2969

www.chinovalleyumc.org

chinovalleyumc@gmail.com

### **Vendor Information & Guidelines**

#### Craft & Bake Sale

Friday, November 8, 2024 – 9:00 am - 3:00 pm

Saturday, November 9, 2024 - 9:00 am - 2:00 pm

#### 1. **Vendor Application Form**

- Fill in, sign and date.

#### 2. **Fees**

- Vendor must commit to both Friday and Saturday
- \$25.00 per space per day. One space = one table and two chairs
  - Total amount owing for two days = \$50.00
- Additional space - fees apply as stated above
- Accepted form of payment
  - Cash or check made payable to Chino Valley United Methodist Church. Annotate in memo as “Craft & Bake Sale”

#### 3. **Return**

- **Signed Application and Fee – no later than Friday, October 25, 2024**
- Applications are accepted on a first-come, first-serve basis
- **No reservations by phone**
- Mail or drop by: Chino Valley United Methodist Church  
735 E Road 1 South  
Chino Valley, AZ 86323

#### 4. **Cancellation**

- Should you need to cancel, the application fee will be returned to the vendor, minus a \$20.00 non-refundable deposit. If Chino Valley United Methodist Church cancels the event, all fees will be refunded.

#### 5. **Setup**

- Thursday, Thursday, November 7, 2024, from 9 am – 12 pm
- Located in the sanctuary of the church
- Furniture provided to each vendor: 1 table and 2 chairs
  - If you need additional furniture, check the box on the application form what you need
- Donations to the “Luck of the Draw” table are appreciated. This is a great way to show the community your talents. Have your item ready on Thursday.

#### 6. **Take down**

- Saturday - after 2 pm and finish by 3 pm. Unless special circumstances, please adhere to this schedule. Late-coming customers are as important as the first customers of the show.

#### 7. **Lunch**

- For a fee, lunches will be provided both Friday and Saturday.

#### 8. **Questions?**

- 928-636-2969



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## Vendor Application Form

Name	
Business Name	
Address	
Contact Phone	
Email	

### Description of Craft Sale Items


- Yes, I will need additional space and understand additional fees apply - \$25.00 per space/table per day.
- Yes, I will need additional furniture \_\_\_\_\_
- Other \_\_\_\_\_

**Total Fees Enclosed:** \_\_\_\_\_

- I understand should I need to cancel my space reservation; Chino Valley United Methodist Church will retain a \$25.00 non-refundable fee from my space rental fee. I also understand fire regulations will be strictly always enforced – no items or displays are allowed outside of vendor space or in aisle ways.
- In consideration for participating in the Craft and Bake Sale on November 8 and November 9, 2024, I hereby release, waive, discharge and covenant not to sue the Chino Valley United Methodist Church, their servants, agents and employees (herein referred to as releases) from any and all liability claims, demands, actions, and causes of action whatsoever arising out of or related to any loss, damage, or injury, including death, that may be sustained by me, or to any property belonging to me, whether caused by negligence of the releases, or otherwise while participating in such activity, or while in, on or upon the premises where the activity is being conducted or in transportation to and from said premises that may be sustained by me, my agents, family members, volunteers, helpers or partners.

### Sign & return application along with applicable fee(s) on or before Friday, October 25, 2024

- I understand I am responsible for payment of any transaction privilege tax.

Signature \_\_\_\_\_

Date \_\_\_\_\_