

# Craft Fair @ Trinity Vendor Application Form

Page 1 of 2



Thank you for your interest in being a vendor at Trinity's upcoming craft fair! We are excited to have you join us and showcase your unique creations.

Trinity Reformed Church, United Church of Christ  
532 East Main Street  
Collegeville, PA 19426

Web: [www.collegeville.church](http://www.collegeville.church)

Email: [events@collegeville.church](mailto:events@collegeville.church)

Please take a few moments to complete this vendor application form. Please note that submitting this form does not guarantee acceptance into the craft fair. We will review all submissions and notify accepted vendors via email in a timely manner. Preference is given to vendor products that are handmade, handcrafted, upcycled, recycled, repurposed, and/or vintage. See page 2 for more event information.

## Basic Information

Name

Name of Business

Phone Number

Email

Business Address (no PO Box number)

Brief Description of Products

What kind of space do wish to apply for? There is a \$10.00 Vendor Fee for each space.\* For safety reasons, electricity will not be provided for any space. We have a total of about 10 outdoor and 18 indoor spaces. Please note that the outdoor spaces are on the grassy area next to the church and the ground is not fully even.

- Indoor table ((8 ft table provided for the first 16 accepted vendors, 6ft table provided for all others. )\*
- Outdoor space (10x10, vendors will need to bring their own table, chairs, tents)\*

\*YOU MAY PURCHASE MORE THAN ONE SPACE BUT NO MORE THAN TWO SPACES\*

**Continued on Page 2**

# Craft Fair @ Trinity Vendor Application Form Page 2 of 2

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## EVENT INFORMATION AND RULES

- The Craft Fair will be held RAIN OR SHINE on Sunday, November 19th, 2023 from 1PM to 5PM at **Trinity Reformed Church, United Church of Christ ("Trinity"), located at 532 East Main Street, Collegeville, PA 19426**. Please enter the social hall via the ramp on the side of the church.
- Due to worship taking place that morning, setup to begin no earlier than 11:30 AM and takedown after 5PM. All vendors are expected to have left the building no later than 7PM. Vendors are expected to stay for the entirety of the event.
- Please do not leave anything behind. You are responsible for taking with you and discarding of all your trash, boxes, packing materials, print materials, etc. Booth space must be left clean when you leave.
- Two vendors may share a space; however, each vendor will be required to pay the \$10 vendor fee. Please submit a registration for each vendor and not on the application that this is for a shared space.
- NO REFUNDS will be given for any reason, unless Trinity cancels the event.
- If possible, PLEASE PROVIDE A PICTURE OF SAMPLE PRODUCTS for advertisement purposes. Pictures may be submitted with the application or sent via email to [events@collegeville.church](mailto:events@collegeville.church) after your application has been accepted.
- Please be advised the application must be completed in its entirety and returned with payment no later than Wednesday, November 1st, 2023. If you have any questions or concerns, please do not hesitate to reach out to Trinity via email to [events@collegeville.church](mailto:events@collegeville.church).

I have read, understood, and agree to the information and rules outlined above.

## LIABILITY WAIVER

The undersigned does hereby agree to hold harmless and indemnify the event coordinator, Trinity Reformed Church, United Church of Christ, the Borough in which the Event is being held, the venue at or in which the Event is being held, all other persons associated with this Event from and against any and all losses, liability, or damages arising out of, in consequence of, or resulting from negligent acts and/or omissions or the Vendor and its officers, agents, volunteers, or employees. The Vendor and its officers, agents, volunteers, and employees understand that there are certain risks associated with the production of this Event and by signing this agreement, hereby assume all risks and waive and release any and all claims for damages or injuries that may arise while participating in the Event.

Vendor hereby agrees to all the Rules and Regulations. We, the event coordinators, reserve the right to reject any Vendor and reserve the right to remove a Vendor from any Event for any misrepresentation of their business, their products and/or the manipulation or breakage of any Rules and Regulations set forth by the Event coordinators.

I have read and understand the Liability Waiver as stated above

Signature

Today's Date

Printed Name