

1st Annual KirkWood Presbyterian Church Craft Fair
Saturday, April 29, 2023

1. VENDOR INFORMATION (Please Complete)

- a) Name of Seller: _____
- b) Name of Company (if applicable): _____
- c) Address: _____

- d) Cell Phone No: _____
- e) Email Address: _____
- f) Description of Items Being Sold: _____

2. FAIR INFORMATION, RULES, AND RESTRICTIONS

- a) Location: KirkWood Presbyterian Church, 1209 Hampton Highway, Yorktown, VA 23693.
 - b) Fair Hours: 10 AM – 3 PM, rain or shine. Set-up begins at 8 AM. (NOTE: If an extreme weather event is forecast for the day of the event that forces cancellation, vendors will be notified via text and email no later than Friday, April 28th.)
 - c) Applications will be accepted on a First Come, First Served basis. There is no charge for a space; however, a \$50 security deposit in the form of a check is required and must accompany the application form (deposit will be returned as long as the vendor is present for the duration of the fair or until the vendor sells out). Applications can be downloaded from the church website at: kirkwoodpcusa.org Completed applications should be mailed to the location address above, ATTN: Outreach Committee. Deadline for the submission of application forms is Friday, April 14, 2023. We will contact you to let you know that your application has been received and accepted. If by that date an insufficient number of vendors has applied, then those vendors who have submitted applications will be notified that the event is cancelled and their security deposits returned. NOTE: KirkWood Presbyterian Church assumes no liability for loss of sales due to cancellation of the event for either lack of vendors or an extreme weather event.
 - d) Vendor space is approximately 10 x 10 on a grass surface. There are no guarantees regarding preference for space locations. Generators are NOT allowed, and electricity is unavailable.
 - e) Vendors are responsible for their own display materials including tables, chairs, canopies, and backdrops, as well as sun and rain protection.
 - f) No direct sales or commercial items are allowed. Items must be home-made or hand-crafted. Baked goods are not allowed, and other food items must be prepackaged (e.g., hot sauces, jellies) and not for on-site consumption (two food trucks will be on-site).
 - g) PLEASE NOTE: This is a church-sponsored, family-friendly event, and items for sale must be appropriate for the event. KirkWood Presbyterian Church reserves the right to review, prohibit, or restrict any items for sale at its craft fair.
 - h) A restroom will be available inside the church.
 - i) If you have additional questions, you may contact Mr. Arba Williamson at 757-344-5588.
3. SIGNATURE: By signing below, vendor acknowledges and understands the rules and restrictions outlined above, and agrees to carry the necessary insurance covering any property used for display and items being sold on the date of the craft fair. Vendor also agrees that KirkWood Presbyterian Church will not be held liable for property damage or personal injury that might occur during the fair.

Signature _____ **Date** _____