

Summer Craft & Vendor Show

Bible Center School | biblecenterschool.com/craftshow | ccorbin@biblecenterschool.com | 304.941.1704

Craft/Vendor Booth Rental Form

Full Name: _____

Business Name (if applicable): _____

Address: _____
Street Address City State Zip

Cell Phone: _____ Is it okay to text you? Yes No

Email Address: _____

Booth Information

Date: Saturday, July 13 | 10:00 AM – 3:00 PM

Location: Bible Center School | 1111 Oakhurst Drive, Charleston

Cost: \$30 per 8' x 8' space

Make checks payable to: Bible Center School

Deadline Date: Friday, June 24 (or when all booths are reserved)

Description of Items for Sale:

Special Requests (We will do our best to honor special requests):

Number of Booths: _____ x \$30 per booth \$ _____

of tables needed: _____ x \$5 per table \$ _____

of chairs needed: _____ (no charge)

Total Due: \$ _____

Electric supply needed? (no charge) Yes No

Mail form and payment to: Bible Center School
ATTN: Summer Craft & Vendor Show
1111 Oakhurst Drive
Charleston, WV 25314

By signing below, I acknowledge that I understand the *Vendor Booth Information & Guidelines* and will abide by the listed rules and requirements.

Name

Date

Vendor Booth Information & Guidelines:

- Each booth will have an 8' x 8' space inside our gymnasium. Spaces will be pre-assigned. We are expecting around 40 booths. Rental fees are NON-REFUNDABLE.
- Tables & Chairs: 1 chair will be provided for each booth unless otherwise indicated. If you would like an 8' table included in your space(s), an additional \$5 per table will be charged. Please indicate on your application if you would like to use one of our tables (limited availability—first come first serve basis).
- Electric supply is limited is available on a first come first serve basis (no charge). Please indicate on your application if you will need access to electricity. Vendors will be responsible for bringing extension cords and surge power strips in order to prevent damage. Vendor will not hold Bible Center School or Bible Center Church responsible for any damages caused by Vendor's negligence.
- Each Vendor accepted will be notified via email and added to the list of confirmed Vendors. BCS only allows one Vendor per company to participate (first come first serve with submitted application and fees). BCS has the right to limit the same type of direct sales companies or crafters. Vendors may be put on a waiting list and notified if another Vendor drops out.
- Set-up times:
 - Friday, 7/12: 6:00 PM – 8:00 PM
 - Saturday, 7/13: 8:00 AM – 9:30 AMVendors must be set up and ready to go by 9:45 AM. All booths are to be set up for the entire event. Vendors should not begin packing up their booth until after 3:00 PM. Each vendor is responsible for pricing their merchandise, as well as charging, collecting and remitting any applicable sales tax. Vendors' merchandise must be removed from the gym by 4:30 PM.
- Vendors are responsible for the transporting and supply of display, setting up and taking down all business goods in addition to full clean-up of assigned space.
- We will provide pre-event advertising and utilize the BCS Facebook page and the Facebook event (facebook.com/biblecenterschool). Please invite and share as much as possible. There will be many avenues of advertising including social media, print, and others. Remember, the more press this event gets, the more people will attend and the more money you make!
- We ask that vendors sell no food products for immediate consumption. Vendors can offer small samples, but please no sales that would take away from our student fundraising concessions.
- Please keep in mind that BCS is a Christian organization. We reserve the right to refuse the display of any merchandise that does not meet our moral standards.
- Bible Center School and Bible Center Church do not accept responsibility for accidents, injuries, property damage or losses before, during or after this event. Participation in this event constitutes acknowledgement and agreement to these terms.
- **OPTIONAL DONATION:** We will be giving away door prizes using donated items from crafters and vendors. We will be sending out an email closer to the event regarding these, where you can let us know if you would like to participate and what item you would like to donate.