



BCS Summer Yard Sale



Bible Center School | biblecenterschool.com/yardsale | kramey@biblecenterschool.com | 304.346.0431

Yard Sale Booth Rental Form

Full Name: _____

Address: _____

Street Address

City

State

Zip

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

Email Address: _____

Booth Information

Date: Saturday, June 25th | 8:00AM – 2:00 PM

Location: Bible Center School | 1111 Oakhurst Drive, Charleston

Cost: \$25 per 10' x 10' space (indoor)
\$20 for 2 parking spaces (outdoor)

Make checks payable to: Bible Center School

Deadline Date: Monday, May 31st

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

Number of indoor Booths: _____ x \$25 per space \$ _____

Number of outdoor Booths: _____ x \$20 for 2 spaces \$ _____

of tables requested: _____ x \$5 per table \$ Pay in Cash on day of sale _____

of chairs needed: _____ (no charge)

Total Due: \$ _____

Electric supply needed? (no charge) Yes No

Donate remaining items? (no charge) Yes No

Mail form and payment to: Bible Center School
ATTN: Summer Yard Sale
1111 Oakhurst Drive
Charleston, WV 25314

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

Name

Date



Yard Sale Information & Guidelines:

- Each indoor booth will have a 10' x 10' space inside our gymnasium. Spaces will be pre-assigned. We are expecting around 30 booths. Rental fees are NON-REFUNDABLE.
- Each outdoor space will have two parking spaces allotted. Spaces will be pre-assigned. We are expecting around 20 outdoor spaces. Rental fees are NON-REFUNDABLE.
- There is no rain date for this event, so outdoor spaces will need to provide their own tents.
- Tables & Chairs: 1 chair will be provided for each booth unless otherwise indicated. If you would like to rent one table for your space(s), an additional \$5 will be charged. Due to limited quantities, only one table per space can be rented. Please indicate on your application if you would like to rent a table. (limited availability—first come first serve basis)
- Electric supply for indoor spaces is available on a first come first serve basis (no charge). Please indicate on your application if you will need access to electricity. Sellers will be responsible for bringing extension cords and surge power strips in order to prevent damage. The Seller will not hold Bible Center School or Bible Center Church responsible for any damages caused by the Seller's negligence.
- Each Seller accepted will be notified via email and added to the list of confirmed participants. Sellers may be put on a waiting list and notified if another drops out.
- Set-up times:
 - Friday, 6/24: 12:00 PM – 7:00 PM
 - Saturday, 6/25: 6:30 AM - 7:30 AM
- Sellers must be set up and ready to go by **7:30 AM**. All booths are to be set up for the entire event. Sellers should not begin packing up their booth until after **2:00 PM**. Each Seller is responsible for pricing their merchandise, as well as collecting payment. Sellers' merchandise must be removed from the gym or bagged/boxed and in the designated area by 4:00 PM.
- Sellers are responsible for the transporting and supply of display, setting up and taking down all goods in addition to full clean-up of assigned space.
- We will provide pre-event advertising and have a Facebook event. Please invite and share as much as possible. Go to facebook.com/biblecenterschool to find and share the event. 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!
- There will be concessions available through our student fundraising activities. We ask that sellers refrain from selling anything that would take away from their efforts. (water, lemonade, baked goods)
- 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.