

LITTLE FLOWER PARENT TEACHER CLUB
42nd ANNUAL HOLIDAY CRAFT BAZAAR
SPACE RENTAL APPLICATION & AGREEMENT

THIS AGREEMENT by and between the Little Flower Parent Teacher Club, of 900 Stevenson Drive, Springfield, Illinois 62703, hereinafter referred to as PTC; and

Name: _____ home phone: _____
Address: _____ cell/work phone: _____
City, St, Zip: _____ e-mail address: _____

hereinafter referred to as Vendor;

The PTC hereby agrees to lease booth space(s), each *approximately* ten feet square in size, for the **Little Flower School Annual Holiday Craft Bazaar** to be held:

SATURDAY, NOVEMBER 11, 2023 & SUNDAY, NOVEMBER 12, 2023,

to Vendor for the sole purpose of exhibiting for retail sale **ONLY HAND MADE CRAFTS**. Vendor is to lease and occupy space for themselves accepting responsibility individually, unless it is a charitable organization that will sell and accept money as a charitable organization. Vendor is expressly prohibited from subleasing rented space(s). Vendor agrees to and must exhibit both complete days of the Holiday Craft Bazaar as scheduled. Vendor is prohibited from selling any type of food intended for human consumption or manufactured craft / non-craft items during the Bazaar. All crafts or products offered for sale to the public must be *"Hand Made"* by Vendor or an individual personally known to Vendor in order to be verifiably *"Hand Made,"* and Vendor accepts full responsibility for ensuring that all crafts or products offered at the LFS Annual Craft Bazaar by Vendor meet all LFS Craft Bazaar requirements. PTC reserves the right to reject any craft or product offered by Vendor for sale to the public if, in their opinion, they do not meet the spirit of the *"Hand Made"* requirement and/or is found inappropriate, and further PTC may, at their discretion, revoke Vendor's rental rights removing them from the premises and retaining all rental fees paid as compensation for damages. The PTC shall make the final decision on accepting a Vendor's Contract and determining if craft or product is appropriate for the Craft Bazaar. Please provide a brief description of all *"Hand Made"* crafts to be sold: *(Use reverse side if needed)*

Vendor may check-in and set up on Friday, November 10, 2023 from 5:30 p.m. - 8:00 p.m. **For safety & security purposes, Vendors are NOT allowed on school or church grounds prior to 5:30pm Friday evening as school children are still present until that time.** Any Vendors found on grounds early may at PTC discretion have all rental rights revoked and all fees paid retained as damages. (Special requests for early set up may be granted at the discretion of the PTC). Vendor shall be allowed access to the buildings at 8:00am Saturday and 9:00am Sunday mornings. The doors will open to the public **Saturday from 9:00am to 4:00 p.m. and Sunday from 10:00am to 2:00pm.**

Vendor shall park vehicle during Public hours on the far south side of the parking lot away from the building or as directed by school staff. It is only requested, but we ask that Vendors park no more than one vehicle per booth on the grounds to allow maximum parking for customers. Parking requirements apply to any additional booth staff as well. Failure to comply with these rules may result in non-renewal of Vendor's contract.

PTC provides all Vendors with electricity within 20 feet of rented space if requested; Vendor shall supply their own extension cords as needed. For your convenience, 8' folding tables (maximum two per 10'x10' space) are available for rent at a **\$10 convenience fee per table**; please indicate your needs: **I need _____ tables at \$10 each, ____ I do not need any tables.**

The Little Flower School and Parent Teacher Club will not be held responsible for the safety of or any personal injury to Vendor occurring on Parish property; nor shall it be liable for the property of the Vendor's in the event of theft, damage by fire, acts of God, or other such occurrences. The Little Flower Parent Teacher Club reserves the right to change Bazaar dates and times in the event of unforeseen scheduling conflicts, and/or cancel Vendor's space reservation in the event of building demolition eliminating space availability; in either event

Previous Vendors must properly execute and submit this Agreement to PTC with full payment prior to **January 15, 2023** to reserve the same space from the previous year at the rate of \$100. If the same space is wanted from the previous year, please put the booth number in the special requests section below. Prior to the event, a confirmation letter will be sent. Un-leased exhibition spaces existing as of January 16, 2023, will be offered to applicants at the rate \$110. If space remains un-leased the week prior to the Craft Bazaar, the PTC has the right to rent to other vendors as they deem necessary to fill empty spaces and drive customer traffic and sales. *If Vendor cancels their contract a full refund will be given for requests made prior to October 1. A 50% refund will be given for requests made between October 1 and October 15. No refunds will be granted for cancellations occurring after the 15th day of October immediately preceding the scheduled Bazaar dates.*

Check # _____