



COMMUNITY LUTHERAN CHURCH 2018 HARVEST FESTIVAL & BOUTIQUE

VENDOR REGISTRATION INFORMATION

| | |
|--------------------|----------------------------|
| Date: | Saturday, October 20, 2018 |
| Event Time: | 9:00am – 3:00 pm |
| Set-Up: | 7:00am – 8:30 am |
| Tear Down: | 3:00pm – 4:00 pm |

REGISTRATION PROCEDURES:

Please read all of the following information and follow the directions carefully. Failure to do so may result in the delay of your registration.

1. Fill out the Vendor Space Application and Agreement completely and sign.
2. Email julieclcrsm@gmail.com with a **maximum of 5** high quality color photos showcasing items that will be at your booth along with a brief written description of your business/products by September 20th. The earlier the better as vendors will be promoted on Community Lutheran's website and social media sites.
3. Due to a limited number of spaces available, applications will be accepted on a first come, first serve basis through October 12, 2018. We reserve the right to refuse an application if it conflicts with the spirit of a family-oriented boutique.
4. Community Lutheran Church (hereinafter CLC) will select spaces as the applications are turned in. **Due to the extremely limited availability of electricity, please indicate on your application if it is necessary and we will do our best to accommodate that need.**
5. Make checks payable to: **Community Lutheran Church**. Registration fee applies to approximately 4x8 booth size. Payment received **before September 20, 2018 is \$65**, and **after September 20, 2018 is \$75**. Weather permitting, if you prefer an outside space, please indicate your preference when completing the application. Tables are available for an additional rental fee of \$10 per table (maximum 2 per vendor). Chairs can be provided at no cost (maximum 2 per vendor). **Send completed applications and checks to: Community Lutheran Church, Harvest Festival and Boutique 2018, c/o Julie Mortenson, 30322 Via Con Dios, Rancho Santa Margarita, CA 92688**
6. Vendors are to provide all tables, chairs, etc. as necessary for display (unless a table for rent was requested). **If you require electricity you must provide your own cords and mats to cover any stray cords that might be a hazard.** Vendor is responsible for providing a safe walking environment for patrons and vendors.
7. CLC reserves the right to limit the number of vendors selling similar items. CLC does not guarantee or promise exclusivity of products or services. CLC will attempt to have a wide selection but we will not promise anyone exclusivity in any way or for any item.
8. If you sell tangible personal property of any kind ordinarily subject to sales tax, you are required to hold a valid seller's permit. This permit should be with you at the Harvest Festival and Boutique. For more information regarding tax issues, please contact the State Board of Equalization.
9. All vendors are to remain on site from 9:00am-3:00 pm Saturday, October 20, 2018.

10. The Boutique will take place in the Sanctuary and outside in the common area, weather permitting, at Community Lutheran Church, 30322 Via Con Dios, Rancho Santa Margarita, CA 92688.
11. Vendors must bring their merchandise to CLC between the hours of 7:00am and 8:30am, Saturday, October 20, 2018 for set-up. No unsupervised children or pets are allowed in the vendor area during set-up, boutique event, or break down hours.
12. Vendors must remove all items including tables, chairs, debris, etc. from their spaces by 4:00pm, Saturday, October 20, 2018.
13. Smoking is not allowed on the premises at any time.
14. CLC reserves the right to refuse any vendor application or to limit the sale of certain items, if it believes that the wares are inappropriate to the spirit of a family-oriented boutique.
15. CLC reserves the right to change the show layout or space locations if it becomes necessary.
16. CLC reserves the right to remove any persons not complying with the regulations without a refund.

CANCELLATIONS

No refunds of space rental will be made after October 1, 2018 unless the space can be filled. If the space can be filled by another vendor, there will be a \$10.00 charge for processing refunds.

**COMMUNITY LUTHERAN CHURCH
HARVEST FESTIVAL AND HOLIDAY BOUTIQUE
Vendor Space Application and Agreement**

VENDOR NAME: _____ PHONE _____

BUSINESS NAME: _____

BUSINESS ADDRESS: _____

EMAIL ADDRESS: _____

WEBSITE/FACEBOOK PAGE/BLOG: _____

COMPLETE DESCRIPTION OF MERCHANDISE (Please e-mail julieclcrsm@gmail.com with **a maximum of 5** high quality color photos showcasing items that will be at your booth along with a brief written description of your business/products by September 20th. The earlier the better as vendors will be promoted on Community Lutheran's website and social media sites.

ADDITIONAL INFORMATION

SELLER'S PERMIT NUMBER (if required): _____

PAYMENT INFORMATION

- Make Check Payable to **Community Lutheran Church**
- To complete and confirm your registration send application and payment to **Community Lutheran Church - Harvest Festival and Boutique 2018, c/o Julie Mortenson, 30322 Via Con Dios, Rancho Santa Margarita, CA 92688** no later than October 12, 2018.

| <i>REGISTRATION FEES: (mark one)</i> | <i># of booths</i> | |
|---|--------------------|----------|
| <i>BEFORE</i> September 20, 2018 | | |
| <input type="checkbox"/> \$65.00 for 4'x8' x | _____ | \$ _____ |
| <i>AFTER</i> September 20, 2018 | | |
| <input type="checkbox"/> \$75.00 for 4'x8' x | _____ | \$ _____ |
| Table Rental (6' table) (maximum one) | | |
| <input type="checkbox"/> \$10.00 | | \$ _____ |

If available I prefer an Outside Location (limited availability and weather permitting)

Total Amount Enclosed: \$ _____

ELECTRICITY

- Yes, I need electricity (I understand that there is limited availability of electricity, CLC will do its best to accommodate that need but cannot guarantee the availability of electricity. Vendor shall provide necessary extension cords and mats to cover cords and provide a safe walking environment for patrons and Vendors. Vendor understands that tape will be not be used on the walls within the Sanctuary or on the Church Property. No cords shall be placed where they will create a hazard. I understand that if I cannot create a safe environment for the vendors and patrons, as determined exclusively by CLC leadership, I will NOT be allowed to use the electricity.

ADDITIONAL REQUESTS

Please check ALL credit cards that will be accepted during the boutique:

- Amex
- Discover
- MasterCard
- Visa

VENDOR'S SIGNATURE

DATE

| | | |
|-------------|-----------|----------------|
| Date Rec'd: | Rec'd By: | Space #: |
| Cash: | Check #: | Amount Paid \$ |

INDEMNITY AGREEMENT

For purposes of this indemnity agreement, "Indemnitor" shall mean the undersigned vendor, and its agents and employees; and "Indemnitee" shall mean Community Lutheran Church. In consideration for Indemnitor's use of the premises of Community Lutheran Church in connection with CLC Harvest Festival and Boutique, Indemnitor agrees to indemnify, protect, defend, save, and hold harmless Indemnitee against any and all claims, suits, causes of action, liabilities, obligations, losses, damages, costs, expenses (including attorney's fees), demands, and judgments, which Indemnitee may sustain or incur by reason of, in consequence of, or arising from Indemnitor's use of the premises of Community Lutheran Church and Indemnitor's sale, provision and/or distribution of any goods and/or services on those premises.

BUSINESS NAME _____

NAME _____ DATE _____

SIGNATURE _____

TERMS AND CONDITIONS OF USE

I understand and agree to abide by the following COMMUNITY LUTHERAN CHURCH HARVEST FESTIVAL AND BOUTIQUE terms and conditions of use:

A. GENERAL TERMS

1. The Harvest Festival and Boutique will take place inside and outside (weather permitting) of Community Lutheran Church. Located at 30322 Via Con Dios, Rancho Santa Margarita, CA 92688-1993.
2. Vendor is to remain on site 9:00am-3:00pm, Saturday, October 20, 2018.
3. Vendor must bring their merchandise to the boutique between the hours of 7:00am and 8:30am, the morning of the boutique. No unsupervised children or pets are allowed in the vendor area during set-up, boutique or break down hours.
4. Vendor must remove all items including tables, chairs, debris, etc. from their spaces by 4:00pm, Saturday, October 20, 2018.
5. Smoking is not allowed on the premises at any time.
6. Community Lutheran Church (CLC) reserves the right to refuse any vendor application or to limit the sale of certain items.
7. CLC reserves the right to change the show layout or space locations if it becomes necessary.
8. CLC reserves the right to remove any persons not complying with the regulations without a refund.
9. No tape shall be used on any of the walls or floors within the Sanctuary or on CLC property.

Initials: _____

B. CANCELLATIONS

No refunds of space rental will be made after October 1, 2018 unless the space can be filled by a waiting list. If the space can be filled by another vendor, there will be a \$10.00 charge for processing refunds.

Initials: _____

C. NO GUARANTEE OF EXCLUSIVITY OF PRODUCTS OR PRODUCT SALES

Vendor agrees that CLC does not guarantee or promise exclusivity of products or services. CLC will attempt to have a wide selection but we will not promise anyone exclusivity in any way or for any item. Further Vendor agrees that CLV does not guarantee any sales during the Boutique.

Initials: _____

D. ACTS OF GOD

CLC is not responsible for Acts of God, such as fire, rain or any other inclement weather. CLC spends substantial sums in the preparation of this event and refunds cannot be made in the event the boutique is cancelled in part by such Acts of God.

Initials: _____

E. PERSONAL PROPERTY

Vendor acknowledges that Security will not be available during the Boutique. Vendors are solely responsible for securing display items and personal belongings. Vendor hereby releases Community Lutheran Church from any responsibility or liability for lost or stolen items.

Initials: _____