

2022 Elkins Community Christmas Bazaar Registration Form

10 a.m. – 5 p.m. Saturday, Dec. 3 at the Phil Gainer Community Center

Full Name: _____

Business Name (if applicable): _____

Product Category (check boxes that apply):

- | | | |
|---|--|---|
| <input type="checkbox"/> Accessories/Jewelry | <input type="checkbox"/> Art/Books and Zines/Music | <input type="checkbox"/> Bath and Beauty |
| <input type="checkbox"/> Candles | <input type="checkbox"/> Ceramics and Pottery | <input type="checkbox"/> Glass |
| <input type="checkbox"/> Wood working | <input type="checkbox"/> Children | <input type="checkbox"/> Clothing |
| <input type="checkbox"/> Dolls and Miniatures | <input type="checkbox"/> Crochet/Embroidery | <input type="checkbox"/> Knitting/Needlecraft |
| <input type="checkbox"/> Furniture | <input type="checkbox"/> Holidays/Weddings | <input type="checkbox"/> Housewares |
| <input type="checkbox"/> Paper Goods | <input type="checkbox"/> Patterns | <input type="checkbox"/> Pets |
| <input type="checkbox"/> Plants | <input type="checkbox"/> Quilts | <input type="checkbox"/> Toys |
| <input type="checkbox"/> Vintage | <input type="checkbox"/> Edibles | <input type="checkbox"/> Other |

Description of Your Products/Goods:

Price Range of Your Products: _____

How many Tables Would you Like to Use? _____

Would you like to reserve a spot with electricity for an additional \$10 Yes No

What size space? 10x10 *\$60 10x20 *\$100

CONTACT INFORMATION:

Address: _____

City: _____ State: _____ Zip Code: _____

Phone number: _____ Email Address: _____

Website (if applicable): _____ Facebook Page (if applicable): _____

I have read the policies and procedures for application to participate in the "2022 Elkins Community Christmas Bazaar." I fully understand the policies and procedures, for which I have a copy and agree to comply with them. I understand failure to meet these requirements will result in cancellation of my booth without refund. If serving food or samples, I will contact the health department for required permit.

Authorized Signature: _____ Date: _____

***PLEASE SUBMIT APPLICATION and full payment to**

**The Phil Gainer Community Center
142 Robert E. Lee Ave. Extension
Elkins, WV 26241**

Questions? Please contact the Phil Gainer Community Center at elkinsrec@gmail.com or 304-591-1410.

For official use:

Date received: _____ Approved: yes___ no ___

Full Payment: _____ Check #: _____ Credit Card (Last 4): _____

Insurance Certificate: _____

GENERAL INFORMATION

SHOW TIMES: Saturday, December 3 (10 a.m. - 5 p.m.)

LOCATION: The Phil Gainer Community Center

SET-UP: Friday, December 2 (5p.m.-8p.m.) or Saturday, Dec. 3 (8 a.m.-10 a.m.)

TEAR DOWN: All vendors must remove their entire display after the event closes on Saturday. All vendors will remain open until the event is over – NO EXCEPTIONS.

APPLICATION DEADLINE: Booths are available on a first come, first served basis. Full payment is required to reserve a booth. Personal checks will not be accepted after November 29.

DECORATE YOUR BOOTH COMPETITION: We encourage vendors to get in the Holiday spirit by decorating their booth. The winner will receive a free booth during the 2023 Community Christmas Bazaar.

FOOD PERMIT: A Health permit – available through the local Health Department – is required if you are serving food or samples

ELECTRICITY: If you have electricity needs, mark the form accordingly. Standard 120 Volt/15 Amp service is \$10 and must be reserved on initial application.

TABLES/CHAIRS: Tables and chairs are available at no cost upon request, but must be reserved on application.

PARKING: There will be a designated parking area for vendors. Each vendor spot is permitted to park one vehicle and trailer (if applicable) in this area.

VENDOR REGISTRATION: Vendors must register at the table near the entrance before being directed to their booth location

ADVERTISING: The show is sponsored by the City of Elkins and Elkins Parks and Recreation Commission. We will get the word out using a multi-platform advertising campaign – including local news stations, WV radio, newspaper, social media, posters and word-of-mouth.

POLICIES AND PROCEDURES

LIABILITY: The Phil Gainer Community Center, City of Elkins and Elkins Parks and Recreation Commission are not responsible for the safety of property of exhibitors due to theft, damage by fire, accident, vandalism or other causes. The exhibitor agrees to indemnify and hold harmless the event, its directors, the Elkins Recreation and Event Center, City of Elkins and Elkins Parks and Recreation Commission – against all claims, demands, actions, damages, loss, cost, liability and judgements against the event on account of any injury or damage to persons or property associated with this event.

Exhibitor covenants and agrees that should the event or it's managing individuals or bodies be made a part of any litigation commenced by or against exhibitor relating to this show, the exhibitor shall and will pay any costs and expenses, including reasonable attorney's fees and court costs, incurred by or imposed upon the event or it's managing individuals or bodies and by virtue of any such litigation.

SECURITY: The building will be locked and secured when the event is not open to the public.

APPLICATION: The Phil Gainer Community Center reserves the right to reject any application. If rejected, payment will be returned and a reason will be given within five business days.

CANCELLATION POLICY: Booths cancelled on or before Nov. 1 will be given a full refund – minus a \$15 administration fee. No refunds will be given after Nov. 1.

NON-TRANSFERABLE: Vendor booths may not be shared or transferred to another party without permission of the facility manager.

INSURANCES & PERMITS: No food or drinks may be distributed without Product Liability Insurance and the proper health department permits.

CANCELLATION: In the event the show is cancelled due to natural disaster or other tragedy, the show will be rescheduled in following weeks

TABLES AND CHAIRS: Vendors may bring their own displays or borrow tables from the community center. Space and floor heaters and tables or chairs that lack proper floor padding are prohibited.

PROPERTY DAMAGE: Vendors may not damage, injure or deface the floor, any furniture or any other Community Center property. Nails, screws, staples, pins etc., may not be driven into any property including furniture, draping, fixtures, equipment or the building. All vendors will be responsible to pay the City of Elkins for any damages done by himself/herself, employees or agents associated with the booth.

EXHIBITS: Vendor agrees to exhibit only those approved products listed on their application. Event Organizers will not allow duplicate vendors. Similar product vendors will be spaced apart from one another.

MEDIA RELEASE: All vendors release to the Phil Gainer Community Center their photographic, television and all other similar rights to be used for advertising and promoting the event.