

31st ANNUAL AFFAIR OF THE HEART

2023 AFFAIR OF THE HEART MERCHANT CONTRACT

DATE OF EVENT: Saturday, February 11, 2023

SET UP:	FRIDAY, February 10, 2023	4:00pm—9:00pm
OPEN TO THE PUBLIC:	SATURDAY, February 11 2023	9:00am—4:00pm

Please provide the following information:

Business Name: _____
Contact Person(s): _____
Address: _____

City: _____ State: _____ Zip: _____
Telephone: (____) _____ - _____ Cell: (____) _____ - _____
Tax ID#: _____
Email address _____
Website/Facebook _____

IMPORTANT: (Please read)

Information update

It is very important that you call or email the church office to update any changes on your contact information. The office will no longer mail any correspondence but we will contact you by phone or email. Please make sure you report any changes as soon as you can.

Booth Reservations

Booths must be reserved on Saturday, February 12th, 2022 with a non-refundable \$25.00 down payment (check, cash or money order). The remaining \$65.00 must be paid in full by Friday, December 16th, 2022 or the booth will no longer be reserved and will be reassigned to another paying vendor.

RENTAL FEE: \$90.00 by December 16th, 2022 / \$100.00 after December 16th, 2022

St. Mark United Methodist Church will provide each space with one (1) eight (8) foot covered table and a sign identifying the name of each merchant. Additional table (s), at \$10.00 each, will be furnished while supplies last on a first received, first served basis. Booth locations are determined on a first-received, first-served basis.

We will reserve the equivalent booth space for returning 2022 vendors until December 16th 2022. After that date booth locations will be determined on a first-received, first-served basis.

Vendors: You may not exceed the boundaries of your booth space, which includes the table provided and an extra table (available for an additional \$10.00). The committee reserves the right to maintain these boundaries in fairness to other merchants. **The size of the booths are approximately 8'x10'.**

Booth Occupancy: No more than two (2) merchants may occupy any one (1) contract booth. If a second merchant is anticipated, they must be identified in, included in, and made part of this contract and must abide by the terms therein.

Auction Item (to be donated): _____
Please donate your item before the day of the event to receive optimum exposure. All items are recorded into the church database. We appreciate all donations, especially those early items.

Liability and Insurance: St. Mark United Methodist Church will not be held responsible for any loss or damage due to **theft, fire, accident or other causes**; but, will use responsible care to protect the merchants from such loss.

Cancellation: St. Mark United Methodist Church may cancel at any time for any reason and will notify merchants promptly; the only liability of the church, in the event of cancellation, shall be the return of any rental fees paid by the merchant.

Number of booths requested: _____

Booth number:

Choice #1 _____

Choice #3 _____

Choice #5 _____

Choice #2 _____

Choice #4 _____

Choice #6 _____

Additional table (s) requested at \$10.00 each: _____ No _____ Yes. I need _____
extra tables

Electrical outlet requested: _____ Yes _____ No

NOTE: CITY ORDINANCE PROHIBITS SMOKING IN THE CHURCH BUILDING

I agree to the guidelines of this contract:

Signed: _____

Date: _____