



ANNUAL AFFAIR OF THE HEART

2024 AFFAIR OF THE HEART MERCHANT CONTRACT

DATE OF EVENT: Saturday, February 10, 2024

SET UP:	FRIDAY, February 9, 2024	4:00pm—9:00pm
OPEN TO THE PUBLIC:	SATURDAY, February 10, 2024	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 11th, 2023 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 15th, 2023 or the booth will no longer be reserved and will be reassigned to another paying vendor.

RENTAL FEE: \$90.00 by December 15th, 2023 / \$100.00 after December 15th, 2023

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 2023 vendors until December 15th 2023. 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:** _____