

# 2012 BHC SPRING CRAFT FAIR VENDOR AGREEMENT

## SIGN-UP INFORMATION

1. Sign-up for booths is a lottery system. A vendor application must be submitted to Bountiful Heights Church by 4:30 pm on **Thursday, February 16, 2012**. In order to cover operating expenses, a \$20 donation is suggested at the time of application. There is a limit of **one booth space per address/family**. Booth assignments will be mailed by March 1, 2012. The actual location and size of your booth may not be known at the time of acceptance into the fair. There will not be any booths larger than 8 x 8, most will be smaller. We are asking everyone to be flexible this year since it is our first craft fair at BHC. If you are not assigned a booth because the limit has been reached, your donation will be refunded.
2. **Bring your own tables**. Church tables are extremely limited and will be available for a \$5 donation, with a limit of one per booth. They will be assigned according to the draw in the lottery.
3. A donation of 10% of each vendor's sales will be deducted from the final check. This donation will go to the church to be spent on a special project as decided by the craft fair committee.
4. Checks will be mailed within 14 days of the end of the fair.

## TIMES OF OPERATION AND SET UP

1. The craft fair will be open from 10 am until 8 pm on Friday, March 30 and 10 am until 5 pm on Saturday, March 31 (5:30 for vendors).
2. Set up will begin at 4:30 pm on Thursday, March 29. Please, do not enter the building before that time and do not leave your vehicles or trailers parked in the handicapped parking spaces during the day on Thursday. You must check in at the designated door before setting up your booth. At the time of check-in, you will also sign up for a work assignment. These will not be assigned until your application is reviewed. Every vendor is expected to sign up for at least one hour. Any help beyond that is greatly appreciated. After checking in, you may unload at the door closest to your booth. After unloading, please move your vehicle away from the door to allow others to unload. All vendors must be out of the building by 9 pm. Please note that items removed from the building during and after set-up will be subject to inspection.
3. If you see something you would like to purchase during set up, please do not remove items from another vendor's table without first contacting that vendor. Also, please do not hold items to be purchased until the end of the fair only to return them to the vendor right before we close. This is extremely unfair to your fellow crafter. If you are not sure you are going to buy the item, do not remove it from the vendor's space. Please use the hold desk. Do not hold items in your booth.
4. **Clean up will begin at 5:30 pm on Saturday. Do not remove your items before this time.**
5. In light of the possibility of shoplifting, vendors are encouraged to stay with their booth as much as possible. In rooms where several vendors are set up, please make sure at least one vendor is in the room at all times. Also, if you see something that is suspicious or there's a problem with another vendor, please let us know ASAP, so we can address the problem.

**For craft fair questions**, call 801-292-1661 and leave a message in the craft fair voice mail box (#4249). This box is not checked on a daily basis, but we will get back with you.

## PURPOSE STATEMENT

The craft fair at BHC has a threefold purpose:

1. to provide a creative outlet for our church family and friends,
2. to provide a friendly atmosphere for fun and friend-making for both our crafters and the community as a whole, and
3. to provide a way to raise funds for special projects in the church.

Please note that the fund raising is not the first purpose and all crafters are equally important, no matter how big or small their monetary contribution may be. It is our hope that all our crafters will conduct themselves in a friendly manner, and that this will be an enjoyable experience for all.

## GUIDELINES FOR VENDORS

1. Each vendor will be assigned a vendor number to track sales through the central check-out. **Each item must be tagged with tags provided to you.** Inventory numbers are strongly encouraged. These will be printed on your computer printout at the end of the fair. **Do not use letters or long hyphenated numbers in the inventory space.** Attach the tags so they do not fall off easily, but can be removed at the checkout. Tape is usually not the best option. It is very hard to remove from some items and doesn't stick on others. Tags will be collected at the check-out as the items are purchased. If you would like to attach a business card to your items, attach it separately.
  - Unfortunately, shoplifting has occurred in the past. We will try to do all we can to prevent this, but we cannot be responsible for items that are stolen.
  - Collecting the tags at the check out provides a way to double check transactions if there is a discrepancy, but we cannot guarantee that the item will be accounted for.
2. Items for sale must be hand-crafted by you, a family member or friend. Do not bring items for resale. If you do, they will be removed from your booth. Gift baskets and arrangements of purchased items are allowed as long as the arrangement involves some creativity on your part and does not consist of items from one specific product line. Buying wholesale "handcrafted" items and simply adding a bow or a wreath does not meet this requirement. If in doubt, please check with Debby Peterson before making the items. Also, you may not promote other businesses at the fair.
3. **The craft fair organizers reserve the right to remove items we deem inappropriate.** This includes items that may be considered in poor taste and items that may reflect religious doctrines not taught at The Heights Community.
4. If you need to remove items from your own booth, go through the main door. If someone needs help with a large item, contact the front desk.
5. **NEW REQUIREMENTS FOR FOOD VENDORS.** It has come to our attention that food vendors at this type of event are required by law to have a Temporary Food Establishment Permit from the health department. All food vendors must obtain their own permit. Applications are available on-line at [www.co.davis.ut.us/health](http://www.co.davis.ut.us/health). Click on Environmental Health/Food & Facilities/Temporary Food Service permits. The phone number is 801-451-3340. Please call them with any questions about this permit. On the form, the Event Coordinator is Debby Peterson with a contact number of 801-292-1661. You must submit proof that you have the permit by March 1 in order to be in the fair, and the permit must be posted in your booth during the fair.

**VENDOR APPLICATION**  
**BHC Spring Craft Fair, March 30 & 31, 2012**

Complete this application and return it to the craft fair box at the front desk or mail to

**Bountiful Heights Church**  
**390 North 400 East**  
**Bountiful, UT 84010**  
**Attn: Spring Craft Fair**

It must be received **by 4:30 pm Thursday, February 16, 2012**, with your \$20 donation. (\$25 if you are requesting a table.) **No one will be assigned more than one booth!**

Name \_\_\_\_\_

Address \_\_\_\_\_ e-mail \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_ Phone Number \_\_\_\_\_

Please check the description that fits you best.

I regularly attend services in The Heights Community     I'm a former WHC Craft Fair vendor     I'm a new vendor  
 Please check here if you have included \$5 to reserve a table.

Is there another vendor you would like to be near? Please list below. If possible, submit your applications together.

**\*\*\*DESCRIBE THE CRAFTS YOU WILL BE OFFERING IN THIS SPACE** (All vendors selling food must obtain a Temporary Food Establishment Permit from Davis Health Dept. by March 1 as described in the Guidelines for Vendors.)

**\*\*\*\*This section must be completed before a booth is assigned, even if you are a returning vendor. If you do not include a description, your application will not be considered in first round of the drawing.**

Please check here if you can display your items on a flat table, with no wall behind you, in the middle of the room.

How many price tags do you need? \_\_\_\_\_ (More tags will be available at the church office before the fair.)

When we are able to assign actual booths, we will consider what you are selling and how many tags you request to determine where to place you. Please be as accurate as possible when filling in these two sections.

All vendors must sign up for a work assignment when they check in on Thursday evening. Available assignments will include bagging merchandise, working the hold desk, watching a door, clean up and any others deemed necessary.

I have read all of the guidelines and agree to abide by the rules set forth by the craft fair committee. I realize failure to do so may result in my not being included in future fairs. **I understand everything in my booth must be hand crafted, and I must wait until 5:30 pm on Saturday to start breaking down my booth.**

Signed \_\_\_\_\_ Date \_\_\_\_\_

If you have any questions, call Debby Peterson at BHC, 801-292-1661, and leave a message in the craft fair voice mail box. (#4249)

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**OFFICE USE ONLY**

Turned in by February 16     Donation     Agreement signed     Table reserved     Food Permit