



Mary, Queen of the Rosary  
PARISH

**Vendor Registration Form**

Christmas Faire  
Saturday, December 7, 2024  
8:00 am – 2:00 pm

**Vendor and Crafter Application**

Thank you for your interest in our Christmas Faire. Our hope is to provide our “shoppers” with a fun experience of finding treasures and give vendors/crafters like you a way to showcase your wares. With your help, we will create a wonderful event. Our Christmas Faire will be inside the parish hall. The non-refundable registration fee is \$35.00 and includes an 8-foot table and two chairs at no charge. Please complete this form if you would like to participate in our Christmas Faire. Also, feel free to spread the word to your associates. *Your reservation will be held once we receive the completed application and \$35.00 fee.*



**Vendor/Crafter Information**

Your Name:			
Business Name (if applicable):			
Address:			
City, State, Zip Code			
Best Phone Number:		Email:	
Website (if you have one):		Facebook:	
Other Social Media:			
Business Vendors: Please give a brief description of products you offer:			
Crafters: Please give a brief description/listing of the kinds of crafts you offer.			
Other information we should know or special requests you have:	<i>(for example will you need electricity)</i>		
Do you need more space than the 10ft X 5ft space?	<i>(this will require additional cost)</i>		



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For the application to be considered, the following must be included and be received **NO LATER THAN November 27, 2024.**

- Completed Vendor Application form
- Signed Terms and Conditions document
- Payment: Make your check in the amount of **\$35.00** payable to **Mary Queen of the Rosary Parish**
  - I will require more space than what is allotted (10ft X 5ft – one 8ft table and 2 chairs)
    - I will need 2 Vendor Spaces for **\$60.00** (20ft X 5ft – two 8ft tables and 4 chairs)
- Mail paper applications and fees to:

**\$10.00 discount if you reserve your space  
Before October 18<sup>th</sup>.**

Mary Queen of the Rosary Parish  
Ken Choquette  
Vendor Application, Christmas Faire  
46 Maple Street  
Spencer MA 01562

You may email scanned copies of your application (including pages requiring a signatures) to:  
Choquette9ken@hotmail.com

*\*If paperwork is emailed, the application will not be active until the fees are received.*

By completing this application, you are certifying that you have read the Terms and Conditions, and will adhere to all rules and policies herein.

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_  
Date \_\_\_\_\_

Thank you for your interest Mary Queen of the Rosary Christmas Faire. Your registration will be confirmed by email within two weeks of the time we receive it. Please contact us at choquette9ken@hotmail.com if you have not received notification.

For more information, please email choquette9ken@hotmail.com, event coordinator.

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**— Office Use Only Below This Line —**

Date Registration Received:		Recorded by:
Date Payment Received:		Recorded by:
Amount Received:		Recorded by:
Check Number:		Recorded by:
Date Confirmation Emailed:		Name of person who sent email:
Space Assigned:		Recorded by:



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### Terms and Conditions

- Setup/Break Down:** All Vendors must be set up and ready to sell by one-half hour prior to the start time of the event. Vendors may begin setting up at 7:00 am., and you must be set up and ready to go by 8:00 am. (We have an elevator that you may use. You may temporarily park there to unload and load, but must move your car as soon as you are done.) Break down can start no earlier than event end time and must be completed by 3:00 pm. *No vendor is to close before the official closing time.* Sellers are responsible for their selling spaces. \*Before leaving, be sure your area is clean and trash-free.
- Staffing:** Vendor tables/ booths must be manned at all times and intact until Faire closes at 2:00 p.m. Mary Queen of the Rosary parish is not responsible for merchandise or display materials.
- Vendor Items:** For crafters, items for sale at your booth must be predominantly handmade by you or your company. Items cannot be simply purchased for resale.
- Vendor Responsibility:** The Vendor will be fully responsible for any loss or damage to his or her property by theft, fire or casualty. Mary Queen of the Rosary parish expressly disclaims any responsibility for same. Vendors shall be responsible for any damage which may be incurred to the facilities as a result of or in connection with its operation. Each Vendor is responsible for the conduct of his employees and/or representatives and activities must not detract from the image or welfare of the fair.
- Vendor Spaces:** Each vendor will receive a 10ft X 5ft space which includes (1 – 8 foot table and 2 chairs). Vendor spaces will be assigned. Placement, flow and competition will be taken into consideration to provide the best experience for fair attendees. If you have special space needs, please include your request with your application and we will make every effort to accommodate you. Spaces are reserved on a first-come first-served basis. Vendors must ensure that none of their display equipment extends beyond the space they have booked; this includes any rails, stands or additional equipment.
- One Business per table:** Only one (1) business per table; space may not be sublet or shared without prior approval of an authorized staff member of Mary Queen of the Rosary parish.
- Acceptance:** Mary Queen of the Rosary parish reserves the right to decline any application for space if it deems such action to be in the best interest of the parish and this event.
- Payment:** The full payment is a non-refundable registration fee for the selected space and is due with the submission of this agreement. This fee will be used to cover advertising and other incidental costs associated with the production of this event.
- Tables & Chairs:** Mary Queen of the Rosary will provide one 8-foot table and two chairs per vendor. However, each vendor may use his or her own chairs, tables, stands, tent, or canopy, as long as they fit inside the space you are given.
- Cancellation of space:** Application fees are not refundable. Mary Queen of the Rosary parish is not liable if weather or other conditions prevent the vendor from attending and fulfilling the contractual obligation as a vendor. No refunds will be made for weather, accident, health or other causes for non-participation. In the event that this Christmas Faire is canceled due to weather or other circumstances, refunds will be granted.
- Indemnification:** Vendor agrees to indemnify and hold harmless the Mary Queen of the Rosary parish from and against any loss, expense, claims, damages, causes of action, injuries, suits or damages, suits to person or property, including attorney's fees, arising out of or related to the operation of the Vendors at the Mary Queen of the Rosary Parish Christmas Faire.
- Applications:** Application forms are available in the Parish Office (46 Maple St., Spencer MA) or at the Mary Queen of the Rosary parish website at: [www.maryqueenoftherosary.org](http://www.maryqueenoftherosary.org).

Signature: \_\_\_\_\_ Date: \_\_\_\_\_