



ST THOMAS EPISCOPAL CHURCH
233 Mann Drive, Chesapeake, VA 23322
5th Annual Spring Bazaar & Plant Sale
Saturday, May 4, 2024 - 9AM-3PM

Thank you for your interest in participating in St. Thomas Episcopal Church's Spring Bazaar. We hope you will enjoy the fun and fellowship of this event. Information regarding application procedures, deadlines, space availability, fees, and other guidelines are included herein:

Application Procedures:

The application form is attached as page 3 of this document. To apply for this event, please fill out and submit a completed application and include three digital photos that represent the items to be sold, and email both to springbazaar2024@yahoo.com. Everyone must provide recent photos. A hard copy will be accepted by mail or received at the church office. An application will be considered incomplete without the application form, photos, and fee, as indicated in the "fees and spaces" section below. Be sure to have your name and your company name included with electronic photos. The deadline for submitting your application, including photos and fee, is Saturday, April 20th.

Permissible Vendors:

We invite a diverse array of arts and crafts and other vendors; however, we reserve the right to restrict the number of applicants in similar categories. Commercially mass-produced, imported, or franchised arts and crafts **will not** be accepted.

Fees and Spaces:

All spaces will be approximately 9' by 16', although actual dimensions vary to enable optimization of overall space. The fee for the one-day event is \$25 per space (limit three spaces per vendor). For your application to be complete, payment must accompany your application. Please make your check payable to *St. Thomas Episcopal Church*, indicating "application fee for Spring Bazaar" in the memo portion of the check. Either mail or deliver the application and fee to St. Thomas Episcopal Church. If for some reason your application cannot be accommodated, your fee will be returned. You will be contacted within ten days of receipt of your application to confirm acceptance.

Vendor Booths:

All vendor displays must be contained within the dimensions of the space you are assigned. Your display must not interfere with adjacent exhibits or extend into other spaces. Electricity will not be provided. Please bring your own tables and/or canopies for your booth space. Two chairs will be provided to each exhibitor.

St. Thomas Episcopal Church Sponsored Booths:

Our congregation also participates in this event. Booths traditionally include a large bake table, selling gourmet home-baked items; used books, and quilts. Exhibitors will not be accepted if selling similar items unless they are unique and pre-approved.

Set Up and Clean Up:

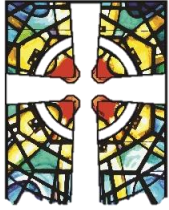
The Bazaar and Plant Sale will open to the public Saturday, May 4 at 9:00 am and run until 3:00 pm. Set up for your booth is to be done between 8:00-9:00 am on May 4th. All vehicles must be removed from the vendor area by 8:45 am. The facility will be open at 7:45 am for vendors on the day of the event.

All vendors are requested to remain at the show until the specified closing time. Specific hours have been advertised.

Other Information:

A BBQ lunch will be available for purchase during the event along with a bake sale. A plant sale, used book sale, basket raffle and quilt raffles will also take place.

Please contact Mary Whitehouse at springbazaar2024@yahoo.com or leave a message with the church office at 757-547-4662 if you have any questions. We look forward to seeing you at our 5th Annual Spring Bazaar & Plant Sale.



**5th ANNUAL SPRING BAZAAR & PLANT SALE
VENDOR APPLICATION**

NAME: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

PHONE: CELL _____ **HOME** _____

EMAIL: _____

DESCRIPTION OF EXHIBIT ITEMS: Be sure to include 3 recent photos.

NUMBER OF SPACES: _____ \$25 per space, limit 3 per vendor

BOOTH DESCRIPTION or VENDOR NAME: _____

Please initial each of the items below:

_____ *I understand that St. Thomas Episcopal Church or the managers of the event are not responsible for lost, stolen, or damaged merchandise or property at any time before, during or after this event.*

_____ *I understand that refunds will not be given to exhibitors who cancel after they are accepted or do not participate.*

_____ *I understand that by participating in the Spring Bazaar, I grant St. Thomas Episcopal Church and the Spring Bazaar Committee authority to record video or still photography to promote and/or commemorate the event.*

_____ *I understand and agree to all the requirements and conditions contained in this application information and form.*

SIGNATURE

DATE